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BIG SKY CAREER GUIDE

1991

The Montana Career Guide

CAREER

"What do you want to be when you grow up?" Do you remember how old you were when you were first asked that question? Better yet, do you remember your reply?

How would you answer that question today? Do you know?

For many people, finding and following a meaningful career is a big challenge. Choosing a line of work is a very personal decision with right and wrong answers determined by you alone. A career you find personally rewarding usually requires your best skills or strongest interests. So a good place to start is getting to know yourself, your interests, your skills.

That's part of the picture. You also need to know what careers exist, what they pay, and what the outlook for employment is. Where can you best use your abilities?

You should ask what education or training is required for the career you've identified. Where can you get it and how much does it cost?

Finally, you need to know how to market yourself, how to get an employer to hire you.

The Big Sky Career Guide is a good resource for many of the questions above. To start with, there are exercises to help you identify your assets

and get you thinking about what kind of work makes you happy.

The Guide includes a list of over 100 careers with current information on starting salaries, outlook and suggested training.

All the licensed postsecondary schools in Montana are listed, with additional information on the University System, the private liberal arts colleges, the seven tribal colleges, and vocational technical programs available in the state.

You will also find descriptions of other training options and resources, such as Job Training Partnership Act programs, Job Corps, Job Service and Vocational Rehabilitation.

The articles on resume writing and interviewing should be helpful whether you're applying for an entry level job in your chosen career or a summer job to help you afford college.

And, speaking of money, the financial aid articles can help you get the education you want.

As you can see, you're holding a top-notch resource to use in your career exploration. So read it, write in it, call any of the phone numbers to get more information. And, good luck!

Career Planning: Questions & Answers

How much do you know about career planning? Take this test to find out. Some of the answers may surprise you (Answers are on page 24.) Circle the correct answer.

- | | | | | | |
|---|---|--|---|---|---|
| T | F | 1. Most people have the ability to do well in any job if they set their minds to it. | T | F | 14. The job interview is not the most important part of the job hunt. |
| T | F | 2. Except for the income it provides, your job has little influence on your way of life. | T | F | 15. Generally speaking, the more education you have the more likely you will find a job. |
| T | F | 3. There is only one right job for you in terms of your abilities. | T | F | 16. The best way to get a job is to wait until the right opportunity comes along. |
| T | F | 4. The typical worker will work in several different occupations during his or her lifetime. | | | 17. Which is the best way to begin planning your career? |
| T | F | 5. Apprentices are paid while they learn. | | | A. Decide what you think is most important in life. |
| T | F | 6. Over two-thirds of all existing jobs do not require a college degree. | | | B. Look at what is available in the job market. |
| T | F | 7. Programs at a two-year community college are limited to students who want to transfer to a four-year college. | | | C. Take tests to find out what you should do. |
| T | F | 8. Working in an occupation is the only way you can learn whether you like it. | | | 18. If you are interested in so many occupations you cannot make up your mind, you should first: |
| T | F | 9. Generally, the earlier you choose your life's work the better. | | | A. Try out as many jobs as you like. |
| T | F | 10. Fast-growth industries automatically bring high-paying jobs. | | | B. Try one and if you like it, stick with it. |
| T | F | 11. Most jobs in high-tech electronics and computer companies require an electrical engineering background. | | | C. Find out more about what each occupation is like. |
| T | F | 12. Most people find their jobs through newspaper ads. | | | 19. You have been accepted by two colleges. One costs more than the other. You can't decide. The first thing you do is: |
| T | F | 13. Mailing resumes is the best way to contact a large number of employers. | | | A. Make a list of what you expect to get out of college and compare the list that way. |
| | | | | | B. Choose the more expensive one and write to the financial aid office for more information. |
| | | | | | C. Choose the least expensive one. |
| | | | | | 20. Which will probably best describe the job opportunities 10 years from now? |
| | | | | | A. Most jobs will require four or more years of college. |
| | | | | | B. There will be a greater number of jobs for unskilled workers. |
| | | | | | C. There will be a greater number of jobs for those with technical skills acquired beyond high school. |



STAN STEPHENS
GOVERNOR

State of Montana
Office of the Governor
Helena, Montana 59620
406-444-3111

Dear Fellow Reader:

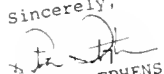
Choosing a career is one of the hardest decisions we make. Most of us make career decisions not once but several times throughout the course of our working years.

Because of changing opportunities and interests, career planning is a valuable and practical skill to develop. Current and accurate information is an essential part of developing these skills. I am pleased to introduce the Big Sky Career Guide; a publication packed with information on careers, educational options, vocational training opportunities, military careers, financial aid, job seeking skills and job outlook information.

Montana's early settlers saw our rugged state as a land of opportunity to build their dreams. That vision holds true today.

The Big Sky Career Guide is a first-rate resource to help you set your sights on your own future opportunities and to realize them.

Best wishes to you.

Sincerely,

STAN STEPHENS
Governor



STAKING YOUR CLAIM IN MONTANA'S FUTURE

As we move into the workforce, our perception of the world around us tends to broaden. Our scope of interest may increase to state, national and international issues and events when we feel their effect in our daily lives. When gas prices skyrocket at the pumps, the Persian Gulf crisis is brought home to us.

Other changes are occurring which will affect us, changes that may be small and subtle but add up to form a trend. Does it affect you when a 65-year-old worker retires? Or when a family farm is purchased by a corporation? Or when workers are laid off in a basic resources industry such as logging or mining? Or when a discount retail chain builds a new store in your community?

By looking closely at how our economy and population have changed over time we can begin to understand just what changes we can expect in work and workers into the future.

Montana's Economy

Montana's economy is constantly changing. Agriculture slowly replaced mining and open range grazing common in our state's earlier years. Employment in services or retail sales has outstripped agriculture today. Montana's economy continues to become more diverse and varied. These changes reflect a broader, more substantial economy as we move into the Information or Services Age of the 90's.

The 1970's were a time of dramatic growth in Montana. Overall, the state's performance during that decade outdistanced that of the national economy. Growth was strong in high-income, goods-producing industries like energy resource mining, construction, and manufacturing, and even stronger in transportation, health services, business and professional services, and public services. Only in agriculture did employment decline.

A combination of back-to-back national recessions, a national crisis in agriculture, and slumping world energy prices, however, halted Montana's booming growth as the 1980's began. The 1980's were a period of decline for most of the natural resource industries.

In 1986, Montana's economy began to improve, spurred by income gains in agriculture, private services, business, health, lodging and recreation services, metal mining, food processing, and air transportation. Declines were still apparent in wholesale and retail trade, oil and gas extraction, construction, railroad transportation and communications, and durable manufacturing.

The outlook for the 1990's is for modest growth, if at all, for the first few years of the decade. Gains should continue in the metal mining industries and industries related to travel and tourism. Losses will likely occur in the lumber/wood products industry, resulting from reduced timber supplies.

Montana's Workforce

A portion of our population makes up our labor force—those working or seeking work—and changes in the population directly affect our labor force.

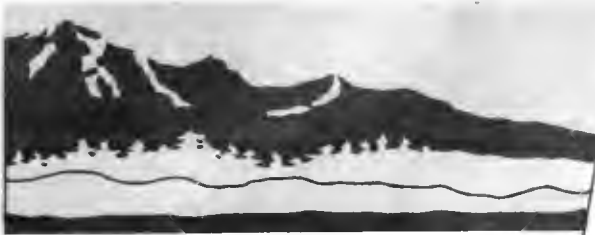
In Montana, population increased a rapid 13.3% during the 70's, but dropped to a low 1.0% increase from 1980 to 1990. A population increase of less than 5% is expected for the 90's.

Since 1980, Montana's youngest age groups, those less than five years old and those 5-17 years of age, decreased 5% by 1990, and are expected to decrease another 10% by the year 2000. This means the number of high school students available to work part-time in service jobs is shrinking. Already, those in the 65 years-and-older grouping are beginning to be hired for many part-time positions that until recently were filled by high school students.

Montana's main youthful workers are 18-24 years of age. This grouping is expected to decrease almost 28% between 1980 and 2000. Once again, this decrease in the younger end of our population will cause greater participation from older workers.

The large number of children born after World War II until about 1961, who are often referred to as the "baby boom" generation, have shaped

(continued next page)



OFFICE OF PUBLIC INSTRUCTION

STATE CAPITOL
HELENA, MONTANA 59620
(406) 444-3095

Nancy Keenan
Superintendent

Dear Students

Are you ready to compete in the job market of the future? Do you have leadership skills; reasoning and problem-solving skills, reading, math, and science skills; positive work habits and attitudes; and communications skills? Can you assume responsibility? Can you make decisions?

Those are the abilities employers want in their employees, according to a 1990 survey. And the Big Sky Career Guide shows you many ways to get the abilities employers want.

Which direction to take after high school is the first major decision many students face. The options presented in this guide may give you ideas you had not considered before—ideas that may develop into a satisfying career.

In 1988, a major study ranked Montana as having the most well-educated workforce in the nation. I'm proud of that. And I'm proud that Montana's education system continues to play a key role in preparing students for tomorrow's workplace.

Are you ready for the future? It lies in your hands. I urge you to consider all the possibilities outlined in this guide, and I wish you a fulfilled and successful future!

Sincerely,

Nancy Keenan

Affirmative Action—EEO Employer

STAKING YOUR CLAIM (cont.)

American society as they have grown up. As these "baby boomers" age, Montana will experience a 32% increase in the 45-64 age group between 1990 and 2000. An aging workforce may have a series of negative impacts on the economy. Older workers are less adaptable to a changing work place and changing workskills unless the importance of lifelong learning is stressed as a way to prevent these kinds of impacts.

The number of senior citizens aged 65 and over is expected to show an increase of 19% in Montana between 1980 and 1990 and only an additional 1% between 1990 and 2000. In the past, this group has been perceived as basically retired from Montana's workforce. However, as life style changes continue to improve the physical and mental components of older age, this age group will play an increasingly important role in our workforce.

Nationally, as well as in Montana, there is a history of increasingly larger numbers of women entering the workforce. In fact, due to Montana's industrial mix and the fact that Montana has few occupations and industries that are predominately male oriented, Montana is expected to have a higher female participation rate than the nation as a whole.

Where Will the Jobs Be?

Several major factors will influence the growth of new jobs in the future, with the shift to a "service economy" being perhaps the single most important. Basically a service economy is one in which more jobs are to be found in providing services than in creating products. Typical service economy jobs are in transportation and retailing, education and health care, finance and real estate, and government and utilities. The goods-producing industries will decrease by the year 2000 while the service-producing industries will increase.

Nationally, employment will increase considerably in many occupations between 1986 and 2000. The number of technicians and related support workers will grow 38% and public service workers by 31%. In contrast, operators, fabricators and laborers will grow only 3%, while agricultural, forestry and fishing workers will actually decline in number.

Much of what is projected for the U.S. as a whole is also projected for Montana's future. Between 1986 and 2000 some 50,000 new jobs are projected for Montana. Montana's service-producing industries will provide more than 92% of these new jobs. This translates into 3,300 of the 3,600 new jobs annually that will be in the service-producing industries.

Montana's greatest job opportunities for the future are located in the business and consumer services area. These jobs along with wholesale and retail sales jobs will account for 75% of the total new jobs in Montana.

Skills and Training More Important Than Ever

Based on past data, the average worker will have six employers in the course of a lifetime. Knowing this, everyone should be particularly conscious about designing maximum flexibility and breadth into their educational careers.

Comparing jobs in 1984 nationally to those in the year 2000, the average number of years of schooling to obtain a job will increase by almost another year to 13 1/2 years. The high school diploma that currently is required for 58% of America's jobs will provide an opening to only 49% by the year 2000. Almost a third of the new jobs created will be filled by college graduates.

Education in the classroom does not always directly equate to job skills. The ability to transfer skills from one job to another may be one of the most important skills to learn. The ability to continually adapt individual knowledge and skills is perhaps more important than technical expertise in maintaining employment in the future job market.

Two Important Words: Lifelong Learning

Workers are expected to come to their jobs with established job skills. Now and in the future, however, workers are also expected to maintain those skills and add additional ones, often at their own time and expense. More companies are establishing their own training programs for their workers, or providing funds for training for workers.

Lifelong learning is the key for opening the door of success in today's and tomorrow's world of work.



SCOUTING OUT YOUR CAREER INTERESTS

Let's get started. Career planning is a simple process that asks questions. **You** provide the answers. And **you** evaluate the results. It's that easy. All it takes is time, an open mind, and a sharp pencil.

The series of lists that follow outline the planning process. As you work your way through them, you will not only learn about career planning but about yourself as well.

GET ACQUAINTED WITH YOURSELF

LIST 1: OCCUPATIONS I'M INTERESTED IN

Write down any occupations you think you would enjoy doing. Don't evaluate any of them based on your abilities, interests or skills. That comes later. Just jot down those that interest you now. Let your imagination rule! Include occupations that are part of your fantasy life! As you continue through the planning process, you will be adding and deleting to this starting list. Try to think of at least 6.

LIST 2: MY INTERESTS

Make this fun! What do you like to do? What would you do with all of your time if you could do whatever you wanted without regard for financial or other considerations?

Put a "*" by your interests which may lead to a satisfying career.

LIST 3: MY APTITUDES, ABILITIES AND SKILLS

Let's define some terms before you do this three-part list. Try to think of aptitudes, abilities and skills as follows:

APTITUDES	ABILITIES	SKILLS
Things you think you could do	Things you know you can do or can learn to do	Things you know you can do well and would enjoy doing
For example: Learn new sports	Ski downhill	Ski the expert slopes

Don't worry too much about getting things in the proper columns. The main point of this list is to identify your real and potential capabilities. Take a look at your interests listed above to get some ideas. Be prepared to be pleasantly surprised when you start your lists. We all have more abilities than we realize.

APTITUDES	ABILITIES	SKILLS
Things you think you could do	Things you know you can do	Things you know you can do well

Once again, put a "*" by aptitudes, abilities or skills which you feel could lead to a satisfying career. Do you want to make any changes on your first list of possible careers?

LIST 4: MY VALUES

What is important to you in life? What is important to you in an occupation? For your work to be meaningful, your personal values should relate directly to your work environment. For some, financial success is what is valuable about work. For others, helping less fortunate people is very important. The time you spend considering this question now will pay dividends in the future in your search for a satisfying career.

Step 1: Rating Your Values

Mark how important each value is to you.

Values	Highly Important	Important	Not Important
Geographic Location			
Adventure/Excitement			
Travel			
Stable Working Hours			
Autonomy			
change			
Cooperation			
Creativity			
Dependence			
Emotional Well-Being			
Good Health			
Helping Others			
Honesty			
Independence			
Justice			
Knowledge			
Leadership/Responsibility			
Love			
Adequate Income			
Loyalty			
Physical Appearance			
Pleasure			
Power			
Recognition			
Spiritual Beliefs			
Security			
Skill			
Solitude			
Job Stability			
Wealth			
Wisdom			
Leisure Time			
Advancement Potential			
Family			
Good Fringe Benefits			
Pleasant Work Environment			
Friendships			
Political Activities			
Self Growth			
Flexible Working Hours			



Working outdoors in Montana is an important value for some individuals.
(Photo Courtesy of Montana Department of Highways)



Step 2: Prioritizing Your Values

Look in the "Most Important" column and list below your 10 top values in order. Are the careers you're considering consistent with them?

My 10 Top Values

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

LIST 5: MY PERSONAL CHARACTERISTICS

How would you describe yourself? What kind of person are you? In which kinds of settings and situations are you comfortable? With what kinds of people do you work well?

How you think and feel about yourself has an influence on the kinds of occupations and work settings you would most enjoy. For example, you may like a job where you work a lot on your own and keep a regular routine. On the other hand, you may prefer to work closely with other people in a fast-paced and changing atmosphere.

Look at the list of characteristics below and check the ones that apply to you:

Are You:

☐ Outgoing

☐ Confident

☐ Usually on time

☐ A good learner

☐ Flexible

☐ Hard-working

☐ Responsible

☐ Independent

☐ Competitive

☐ Curious

☐ Precise

☐ Able to work under pressure

☐ Good at budgeting money

☐ Comfortable in new settings

☐ Able to accept direction

Do You Like To:

☐ Make decisions

☐ Work with others

☐ Be creative

☐ Write

☐ Work outside

☐ Work with data

☐ Read

☐ Be challenged

☐ Work with your hands

☐ Make a speech

☐ Plan your time

☐ Work with animals

☐ Organize group activities

☐ Work with children

☐ Teach others

Crosscheck the characteristics you checked with your starting list of possible careers and look for good and bad matches.

Congratulations! You are now better acquainted with yourself. It took some time and work and thought but you now have a better basis for choosing answers to those personal life and career decisions ahead, answers that are "right" for you.

Far and away the best prize that life offers is the chance to work hard at work worth doing.

Theodore Roosevelt

LIST 6: YOUR LIFETIME GOALS

What do you want to accomplish in your lifetime of work? In what ways do you want to be remembered? How do you want to make the world better? Some mighty big questions but now is the time to think big thoughts. So be as idealistic as you want and don't worry about how you are going to achieve your goals.

LIST 7: FIVE-YEAR GOALS

To make this list easier, start by trying to imagine yourself in five years. Take a look at your lifetime goals list. Can any be achieved in five years? Write those here. Again, don't worry about how they will be achieved. Just select those you want to accomplish. Can you break any of your remaining lifetime goals into five-year chunks? Add those to this list as well.

LIST 8: ONE-YEAR GOALS

From your five-year goals list, select your highest priorities. Then decide which parts of those goals you could accomplish in the next year. For example, your five-year goal could be to enter law school. Your one-year project could be to become an honor student.

GETTING DOWN TO WORK THE LAST LIST: SHORT-TERM ACTIVITIES

Here is where you get specific by defining activities that relate to your one-year goals. From among your one-year goals, pick out smaller tasks you can go out and do in one month, one week, tomorrow, or today.

Examples of short-term activities related to your career search are:

- Research careers that interest you

Ask your counselor about taking an interest inventory or personality test to improve your self-knowledge

Conduct employer visits in career areas that interest you

Set up your own "Board of Advisors" made up of people whom you respect and from whom you can get career information and advice.

Join a job club

Prepare a resume

Read the professional publication for a career that interests you

So now what do you do with all these lists? Depending on what motivates you, you may hang them up where you can see them every day (in your school locker, over your desk at home), file them away and review them every six months, share them with your parents. . . the choice is yours. What you have now is your personal blueprint for building your satisfying, challenging and exciting career. By organizing your thoughts, you will be able to start today to do the little things which will add up to a successful career path.

WEALTH OF CHOICES AT MONTANA'S UNIVERSITY SYSTEM

University of Montana(Missoula): The University of Montana is comprised of a College of Arts and Sciences and seven professional schools: Business, Law, Forestry, Fine Arts, Education, Journalism, and Pharmacy and Allied Health. Programs at the graduate and professional levels are rooted in the broadly based undergraduate programs in the liberal arts and sciences. Doctoral programs are available in many fields. The University is a comprehensive undergraduate, graduate, research and public service institution.

Western Montana College of the University of Montana (Dillon): Western Montana College has traditionally emphasized teacher training, but has recently developed two-year programs in early childhood education, information processing, and tourism/recreation which support and complement this activity. Also, students at Western Montana College of the University of Montana can complete the first two years of most UM programs without losing academic credit.

Montana State University (Bozeman): Programs in natural sciences, social sciences, humanities, engineering, agriculture, education, home economics, creative arts, business, nursing and medicine are offered at the Montana State University. The University is a comprehensive, multipurpose land grant institution. It provides programs of undergraduate and graduate instruction through the doctoral degree. With the Agricultural Experiment Station and the Cooperative Extension Service, the University serves the state through research, public service, information and continuing education programs.

Eastern Montana College (Billings): Eastern Montana College offers programs in liberal arts, teacher training, business and some professional areas. Graduate programs through the masters level are offered in teacher training, special education, and related areas. The College is a comprehensive, multipurpose state college.

Northern Montana College (Havre): Northern Montana College has responsibility for vocational-technical education and vocational teacher education, which gives a particular focus to the teacher-training and liberal arts baccalaureate programs. Two-year (associate degree) programs are offered in nursing, business, and various technology areas. Masters degrees are offered in education.

Montana College of Mineral Science and Technology (Butte): This campus offers programs in mineral related engineering and science. Coursework includes the areas of environmental and social sciences and the humanities which best complement these traditional areas. Graduate work through the masters level is offered in mineral engineering and science, and related fields. With the Montana Bureau of Mines and Geology, the college provides research and public service functions.

UNIVERSITY SYSTEM ENTRANCE REQUIREMENTS

Planning to attend one of the six units of the Montana University System? Use the following checklist to ensure you meet basic entrance requirements.

- ☐ 3 years of Math

☐ Algebra I

☐ Geometry

☐ Algebra II
- ☐ 4 years of English
- ☐ 3 years of Social Studies

☐ Global Studies

☐ U.S. History

☐ One third year course
- ☐ 2 years of Science

(two of the following; must be laboratory science)

☐ Earth Science

☐ Biology

☐ Chemistry

☐ Physics

☐ 2 years of other electives

(see your counselor for a list of approved courses)

- In addition, you must meet **one** of the following:
- ☐ Composite score of at least 20 on the Enhanced ACT Assessment Test or 800 on the Scholastic Aptitude Test

☐ Grade Point Average (GPA) of at least 2.5

☐ Rank in upper half of your school's graduating class

Have any questions? Contact your school counselor or call the college or university you're interested in attending and ask for the Office of Admissions (see list on p. 10).

TRIBAL COLLEGES MEET LOCAL NEEDS

Montana's seven tribal colleges have developed over the past 15 years with the intent of answering the unique needs of the Indian people of Montana. Each college has developed a vocational education component to train tribal members for specific job opportunities on the reservation. Each college has the ability to develop additional vocational programs as the need arises and opportunity presents itself. Flexibility is a cherished quality each college maintains in meeting the needs of its tribal members.

Each tribal college maintains an open admission policy which does not discriminate on the basis of race, creed, or sex. Vocational education is for all who desire it and can benefit from it.

The tribal colleges offer a wide variety of programs. Students receive either associate degrees or certificates upon completion. General education is required for all degrees and certificates. For more information, contact the specific tribal college.

Blackfeet Community College	P.O. Box 819	Browning, MT 59417	338-5441
Dull Knife Memorial College	P.O. Box 98	Lame Deer, MT 59043	477-6215
Fort Belknap College	P.O. Box 547	Harlem, MT 59526	353-2205
Fort Peck Community College	P.O. Box 575	Poplar, MT 59255	768-5551
Little Big Horn College	P.O. Box 370	Crow Agency, MT 59022	638-2228
Salish-Kootenai College	P.O. Box 117	Pablo, MT 59855	675-4800
Stone Child College	Rocky Boy Route	Box Elder, MT 59521	395-4313

PROGRAM

	Blackfeet Community College	Dull Knife Memorial College	Fort Belknap College	Fort Peck Community College	Little Big Horn College	Salish-Kootenai College	Stone Child College
Alcohol & Drug Studies		•	•				
Automotive Mechanics				•			
Bilingual Teacher Training			•		•		
Building Trades	•		•	•		•	•
Business Administration	•	•	•	•	•		
Business Bookkeeper/Accountant Technician				•	•		
Business Management		•	•				•
Business Office Clerk				•	•		
Business Office Technology				•	•		
Carpentry			•				
Child Development		•	•		•		
Clerk Typist		•	•				
Criminal Civil Justice				•			
Computer Graphics				•	•		
Computer Science/Computer Operator			•	•	•	•	
Data Processing			•		•	•	•
Dental Technology						•	
Early Childhood Education		•	•		•	•	
Electronics Technology				•			
Forestry						•	
General Business			•		•		•
General Studies Biology Concentration							•
General Studies Biomedical Concentration							•
General Studies Computer Application			•				
General Studies Math Concentration							•
General Studies Natural Science Concentration							•
Home Economics						•	
Human Services		•	•	•		•	•
Human Services/Chemical Dependency			•	•	•		•
Human Services/Foster & House Parenting				•	•		
Industrial Arts							•
Liberal Arts	•	•	•	•	•	•	•
Native American Studies	•	•	•	•	•	•	•
Natural Resources				•			•
Nursing							•
Office Education							•
Office Management		•	•				
Office Systems					•		
Science Pre-Nursing			•	•	•		
Secretarial Administration		•	•				
Secretarial Science			•				•
Steno-Clerk Typist					•	•	
Teacher Training				•			•
Technical Graphics		•	•				
Telecommunications		•					



Your Financial Aid Plan: Here's What To Do And When

Applying for financial aid may seem complicated, but following the clearly defined procedures helps you through the maze.

The fall before you will enter school:

1. Write to the Admissions Office of each school you're interested in. Ask about financial aid possibilities, which forms to use, and tests required for entry.
You must make two applications: one for admission to the school and another for financial aid.
2. Ask your school counselor for the correct financial aid form: the Financial Aid Form (FAF), Family Financial statement (FFS), Application for Federal Student Aid (AFSA) or the Singlefile Form. Make sure

you use the form required or preferred by the school you plan to attend. There may be a charge for processing the financial aid form, depending on which form you use.

3. Estimate the cost of attending the schools you have chosen.
4. Compile the family financial information needed to fill out the financial aid forms. This information is similar to information required when applying for a loan. You will need:
 1. 1991 tax information
 2. Home and real estate value
 3. Value of other assets such as savings accounts and investments

After January 1:

5. Promptly submit the financial aid applications for processing. Doublecheck to be sure the forms are complete and accurate. It's a good idea to keep copies for your records.
6. Expect an acknowledgement from the financial aid processor confirming which schools are to receive your financial information. At this time, you may also request the information be sent to additional schools you did not indicate on your original form. Note, however, that no information is forwarded to the school from the AFSA form. It is the student's responsibility to forward the results to the school.
7. In about four to six weeks, check your mail for a Student Aid Report (SAR) from the processor. Regardless of the results, submit the SAR directly to the financial aid office at the school you plan to attend. The SAR determines eligibility for Pell grants, and the financial aid office uses the remaining information to determine your eligibility for scholarships, grants and loans.

Every January while you are in school:

8. Remember you need to reapply for financial aid. Schools need the most current financial information before making awards.

Financial Aid Programs

Grants—Monetary awards given to the student that do not require repayment.

Type of grants:

Pell Grant
Supplemental Educational Opportunity Grant (SEOG)
State Student Incentive Grant (SSIG)
Bureau of Indian Affairs (BIA) Grant
Tribal Grant

For more information, contact:

Financial Aid Office
Financial Aid Office
Financial Aid Office
BIA Education Specialist for your tribe
Tribal Education Specialist

Loans—Monetary assistance given to the student that requires repayment (usually after leaving school). Education loans usually have lower interest rates than regular bank loans.

Types of loans:

Perkins Loan
Stafford Student Loan
Parent Loan for Undergraduate Students (PLUS)
Supplemental Loans for Students (SLS)
Nursing Student Loan (NSL)
Short-Term Loans/Deferred Installments
Health Education Assistance Loan (HEAL)
Health Professions Student Loan (HPSL)
Loan Consolidation
Bureau of Indian Affairs (BIA) Grant
Tribal Loans

For more information, contact:

Financial Aid Office
Financial Aid Office
Financial Aid Office
Financial Aid Office
Financial Aid Office
Financial Aid Office
Financial Aid Office
Financial Aid Office
Financial Aid Office
BIA Education Specialist for your tribe
Tribal Education Specialist

Work-Study—Student jobs, usually on campus and sometimes relating to student career goals or fields of study.

Types of Work-Study:

For more information, contact:

College Work-Study
Full-Time College Work-Study
Summer Program
State Work-Study

Financial Aid Office
Financial Aid Office
Financial Aid Office
Financial Aid Office

Fee Waivers—Assistance granted by units of the Montana University System exempting students from (1) registration and incidental fees and (2) some out-of-state fees.

Types of Fee Waivers:

Granted on need and achievement basis. May also be granted to specific categories of students.

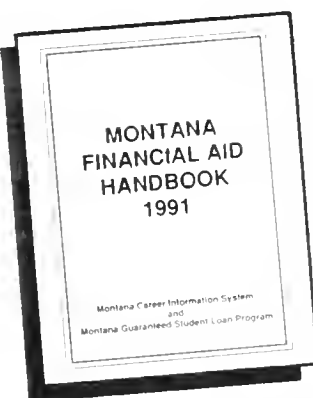
For more information, contact:
Admissions Office or Financial Aid Office

Scholarships—Gift aid given to students which does not need to be repaid.

Types of Scholarships:

Wide variety, based on academic performance, skills, achievement, need or other qualifications.

For more information, contact:
Admissions Office or Financial Aid Office



Ask your counselor for a free copy of the *Montana Financial Aid Handbook*. Produced and distributed jointly by the Montana Career Information System and the Montana Guaranteed Student Loan Program, the Handbook is the most comprehensive and widely-used financial aid resource in Montana. The Handbook was the source for the information in these articles.

Or call the Montana Guaranteed Student Loan Program at (406) 444-6594 or (800) 537-7508.

YOU MUST REMEMBER THIS: FINANCIAL AID QUICK TIPS

Plan ahead and save your money. Expect financial aid programs to assist only when your family is unable to meet the full cost of education.

Don't forfeit your chance for financial aid by assuming you're not eligible. You will not know what aid you are eligible for until you apply.

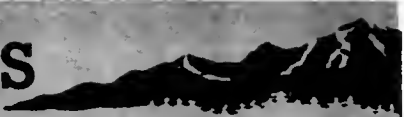
Be aware you must apply for financial aid separately from admission to the school.

Set up a financial aid file. Keep copies of forms, tax returns, anything you use in the application process.

Keep a close watch on financial aid timelines and apply as soon after January 1 as possible (but not before). Applying early increases your chances of receiving financial aid.

Respond to any inquiries you receive from the financial aid office immediately. Your eligibility for financial aid cannot be determined until the school receives all the necessary information.

Remember you must apply for financial aid each academic year.



VOCATIONAL
TECHNICAL
PROSPECTS

The postsecondary vocational-technical system in Montana provides educational programs in a broad array of areas, including: agriculture, business, computer and information technology, health, law and protective services, and technical and industrial disciplines (see chart). A certificate of completion or the Associate of Applied Science degree is awarded upon successful fulfillment of program requirements.

Instructional programs are designed to meet present and emerging occupational needs of local communities as well as those of the state, the region, and the nation.

Each year, several hundred individuals successfully complete vocational-technical educational programs and enter the workforce in jobs closely related to their specific programs of study. Many return as part-time students to gain added technological expertise in a rapidly changing work environment.

Postsecondary vocational-technical education has been endorsed by the Montana Board of Regents as a vital component of a comprehensive and diverse state system of higher education.

HARVEST GOOD JOB
SKILLS IN VO-ED

Vocational education programs in Montana's high schools are designed to provide students with the skills necessary for entry level employment. This means you can prepare for a career of your choice while earning your high school diploma. Vocational program options include:

- Agriculture Education and Forestry
- Business and Office Education
- Health Occupations
- Comprehensive Consumer Homemaking Education
- Wage Earning Home Economics
- Technology/Industrial Arts Education
- Marketing Education

Vocational education in grades 9 through 12 also provides a solid background for postsecondary training.

Want some fun? Student associations for each vocational program offer opportunities for developing leadership skills and experiencing the practical use of your newly acquired knowledge and abilities. Conferences, competitions, and recognition are yours for the taking in vocational student organizations.

How successful is vocational education? About 29,000 secondary students are enrolled in these programs each year. About 60% of them go directly to work after high school graduation. About 7% directly enter the military. The remainder go on to some form of postsecondary training.

Vocational education may be the boost you need to get your career off to a great start.

Programs

MARKETING, MANAGEMENT AND BUSINESS

	Billings Vo-Tech Center (semesters)	Butte Vo-Tech Center	Great Falls Vo-Tech Center	Helena Vo-Tech Center (semesters)	Missoula Vo-Tech Center (semesters)	Dawson Community College	Flathead Valley Community College	Miles Community College	Northern Montana College	Western Montana College (semesters)
Business										*
Business Management						*	*	*		
Business Administration						*		*	*	
Business Management/Entrepreneurship	*		*							
Small Business Management		*								
Fashion Marketing					*					
Mid-Management								*		
Retail Marketing					*					
Retail Marketing Management					*					

OFFICE

Accounting/Bookkeeping	*	*	*	*	*		*			
Accounting Technology			*							
Business Data Processing	*			*				*		
Medical Office Assistant			*							
Legal Office Assistant/Transcription			*							
Legal Assisting					*					
Microcomputing Applications	*			*	*			*		
Microcomputing Systems & Applications	*			*	*			*		
Word Processing and Office Reception	*		*	*	*	*		*		
Computer Programming				*	*			*		
Computer Graphics								*		
Computer Technology and Computer Operation							*		*	
Data Entry and Computer Operation	*	*	*	*	*					
Dental Reception			*							
General Office, Clerical	*		*	*						
Information Processing	*	*			*					*
Legal Transcription										
Legal Secretarial Technology	*	*	*	*	*			*		
Medical Reception					*					
Medical Secretarial Technology	*	*	*	*	*			*		
Medical Transcription			*		*					
Microcomputer Management			*		*					
Office Reception	*	*								
Office Systems Technology										*
Office Technology			*							*
Secretarial Technology/Executive	*		*	*		*	*	*	*	
Secretary—Stenographer		*								
Secretary/Transcription		*								
Word Processing		*	*	*	*		*	*		

FOOD SERVICE TECHNOLOGY

Commercial Food Preparation	*		*		*					
Kitchen Production Management	*		*		*					
Manager/Kitchen Supervisor, Trainee	*									

AGRICULTURE

Agricultural Business						*				
Agricultural Technology									*	
Agri-Diesel Mechanics				*						
Farm & Ranch								*		
Farm Ag Mechanics Technology									*	
Forestry Technology							*			
Livestock Technology						*				

ENVIRONMENTAL CONTROL TECHNOLOGIES

Water Quality Technology									*	
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HEALTH

Child Care Specialist			*							
Dental Assistant Technology			*							
Emergency Medical Technician/Paramedic			*							
Home Health Aide			*					*		
Home Care Companion			*							
Human Services						*	*			
Nurse Assistant (Attendant, Orderly, Aide)			*				*			
Practical Nurse	*	*	*	*	*					
Registered Nurse			*					*	*	
Certified Occupational Therapy Assistant			*							
Respiratory Therapy Technology			*		*					
Surgical Technology					*					



PROGRAMS
(cont.)

TRADE & TECHNICAL	Billings Vo-Tech Center (semesters)	Butte Vo-Tech Center	Great Falls Vo-Tech Center	Helena Vo-Tech Center (semesters)	Missoula Vo-Tech Center (semesters)	Dawson Community College	Flathead Valley Community College	Miles Community College	Northern Montane College	Western Montana College (semesters)
Air Conditioning & Refrigeration	•									
Auto Body Repair & Refinishing	•		•						•	
Auto Mechanics				•		•		•		
Automotive Technology	•	•		•		•		•	•	
Aviation Maintenance Technician				•						
Carpentry				•						
Civil Engineering Technology		•								
Commercial Maintenance Technology					•					
Construction Technology/with surveying									•	
Diesel Mechanics—(Truck)				•						
Diesel Technology	•			•						
Drafting Technology	•	•							•	
Drafting, General/Technical (Architectural, Civil, Mechanical)	•	•								
Electronics Technology		•		•	•			•	•	
Facility Maintenance					•					
Heavy Equipment Mechanics				•	•					
Heavy Equipment Operation					•					
Industrial Electronics				•						
Interior Design			•							
Land Surveying Technology							•			
Law Enforcement						•				
Machine Shop Technology				•					•	
Machine Tool Operation Technology		•		•						
Major Appliance Technician	•									
Mechanical Technology—Manufacturing									•	
Mechanical Technology—Metals									•	
Metals Technology	•									
Photography Lab Technician								•		
Powerplant Technology								•		
Recreation Equipment and Small Engine Technology		•			•					
Jewelry, Watchmaking & Micro-Precision Technology			•							
Truck Driving	•	•		•	•					
Welding Technology	•	•		•	•				•	

PICK YOUR PATH —
CONSIDER A
PRIVATE COLLEGE

Montana's three private four-year liberal arts colleges offer a wide variety of programs for students interested in the environment of a private institution.

Carroll College in Helena, a Catholic, diocesan college with an enrollment of 1,330, acknowledges the practical role of preparing its students for a career but also affirms the traditional role of providing for the expansion of the intellectual, imaginative and social awareness of its students. While providing substantial professional and pre-professional programs, the college encourages all students to participate in a broad spectrum of academic disciplines. In addition to traditional liberal arts offerings, programs at Carroll include health information management (medical record administration), international relations, and pre-professional programs in dental, dental hygiene, law, medical, optometry and veterinary medicine.

The College of Great Falls is an independent Catholic college directed by the Sisters of Providence within the jurisdiction of the Catholic bishop of Great Falls-Billings. Its academic program is designed to educate students through a curriculum in the liberal arts combined with professional preparation. Students may earn bachelor or associate degrees and the programs range from accounting, general science and history to paralegal studies, criminal justice and early childhood education. Over 1,100 students were enrolled in the college last year.

Rocky Mountain College in Billings, with an enrollment of 786, is affiliated with the United Church of Christ, the United Methodist Church, and the Synod of the Rocky Mountains of the Presbyterian Church U.S.A. The first college in Montana with 113 years of service, the mission of Rocky Mountain College is to provide an ethically based liberal arts education for its students which will prepare them to succeed in a world of change. Students take a core of courses in religious thought, the humanities, fine arts, communications, laboratory sciences, and the social sciences. Some of the other program offerings include music, aviation studies, legal assistant/paralegal, and equestrian studies. The college grants the Associate, Bachelor of Arts, and Bachelor of Science degrees.

All three colleges are open to members of all religious faiths.



Good office skills are always in demand.



Many individuals find job satisfaction in teaching others.



COLLEGES AND UNIVERSITIES

KEY:

■ Units of the Montana System of Higher Education

● Tribal Colleges

Carroll College
Helena, MT 59625-0099
442-3450

College of Great Falls
1301 30th Street South
Great Falls, MT 59405
761-8210

■ **Eastern Montana College**
1500 North 30th
Billings, MT 59101-0298
657-2011

Montana Bible College
P.O. Box 6070
Bozeman, MT 59771
586-2257

■ **Montana College of Mineral Science and Technology**
West Park Street
Butte, MT 59701
496-4178

■ **Montana State University**
Bozeman, MT 59717
994-0211

Mountain States Baptist College
824 3rd Avenue North
Great Falls, MT 59401
761-0308

■ **Northern Montana College**
Havre, MT 59501
265-3704

Rocky Mountain College
1511 Poly Drive
Billings, MT 59102
657-1000

■ **University of Montana**
Missoula, MT 59812
243-4277

■ **Western Montana College of the University of Montana**
710 South Atlantic Street
Dillon, MT 59725
683-7331

Yellowstone Baptist College
1515 Shiloh Road
Billings, MT 59106
656-9950

COMMUNITY COLLEGES AND VOCATIONAL TECHNICAL CENTERS

■ **Billings Vocational Technical Center**
3803 Central Avenue
Billings, MT 59102
656-4445

● **Blackfeet Community College**
P.O. Box 819
Browning, MT 59417
338-5411

■ **Butte Vocational Technical Center**
Basin Creek Road
Butte, MT 59701
494-2894

■ **Dawson Community College**
300 College Drive
P.O. Box 421
Glendive, MT 59330
365-3396

● **Dull Knife Memorial College**
Lame Deer, MT 59043
477-6215

■ **Flathead Valley Community College**
777 Grandview Drive
Kalispell, MT 59901
756-3822

● **Fort Belknap College**
P.O. Box 159
Harlem, MT 59526
353-2205

● **Fort Peck Community College**
P.O. Box 1027
Highway 2
Poplar, MT 59255
768-5551

■ **Great Falls Vocational Technical Center**
2100 16th Avenue South
Great Falls, MT 59405
771-1240 or (800) 446-2698

■ **Helena Vocational Technical Center**
1115 North Roberts
Helena, MT 59601
444-6800

● **Little Big Horn College**
Crow Agency, MT 59022
638-2228

■ **Miles Community College**
2715 Dickinson
Miles City, MT 59301
232-3031

■ **Missoula Vocational Technical Center**
909 South Avenue West
Missoula, MT 59801
542-6882 or (800) 542-6882

● **Salish Kootenai College**
Pablo, MT 59855
675-4800

● **Stone Child College**
P.O. Box 1082
Box Elder, MT 59521
395-4313

SPECIALIZED TRADE SCHOOLS

Alamon Training Center
270 3rd Avenue West North
Kalispell, MT 59901
752-8838

American Jet School
West Fort Route
Darby, MT 59829
349-2100

Bar 44 Outfitters & Guides School
P.O. Box 493
Hamilton, MT 59840
363-3522

Big Sky Guide & Outfitters, Inc.
Route 2
Wilsall, MT 59086
578-2270

Columbus Hospital School of Medical Technology
P.O. Box 5013
Great Falls, MT 59403
771-5018

Columbus Hospital School of Radiologic Technology
500 15th Avenue South
Great Falls, MT 59405
771-5146

Creative World Modeling
1925 Grand Avenue
Suite 102
Billings, MT 59102
259-9540

FWL Outfitters & Guide School
P.O. Box 1248
Hamilton, MT 59840
363-5191

Jerry Malson Outfitting & Guide
22 Swamp Creek Road
Trout Creek, MT 59874
847-5582

Lynch Flying Service
Logan Field
Billings, MT 59105
252-0508

May Technical College
1306 Central Ave.
Billings, MT 59102
259-7000 or (800) 526-2601

Miles City Aero Service
P.O. Box 656
Miles City, MT 59301
232-1354

Montana Deaconess Medical Center School of Radiological Technology
1100 26th Street South
Great Falls, MT 59405
455-5665

Montana Law Enforcement Academy
620 South 16th Avenue
Bozeman, MT 59715-4198
994-3918

Montana Nannies, Inc.
101 11th Avenue South
Shelby, MT 59474
434-2502

Montana School of Taxidermy
3280 Green Meadow Drive
Helena, MT 59601
443-0022

Northwestern Outfitters & Guide Course
1765 Pleasant View Drive
Victor, MT 59875
642-3462

Northwest Institute of Travel Training
550 North 31st Street
Suite 108
Billings, MT 59101
245-6605

Rush's Lakeview Ranch Professional Guide & Outfitters School
2905 Harrison
Butte, MT 59701
276-3300 summer or 494-2585 winter

Rus Willis School for Outfitters, Guides & Big Game Hunters
710 Bull River Road
Noxon, MT 59853
847-5597

St. James Community Hospital School of Medical Technology
400 South Clark Street
Butte, MT 59701
782-1836

St. Patrick Hospital School of Radiologic Technology
500 West Broadway
P.O. Box 4587
Missoula, MT 59801
543-7271 ext. 2483

St. Vincent Hospital School of Radiography
1233 North 30th Street
Billings, MT 59101
657-7119

Style—The School of Floral Design
P.O. Box 50098
Billings, MT 59105
245-0553

Western College of Auctioneering
P.O. Box 50310
Billings, MT 59105
252-7066

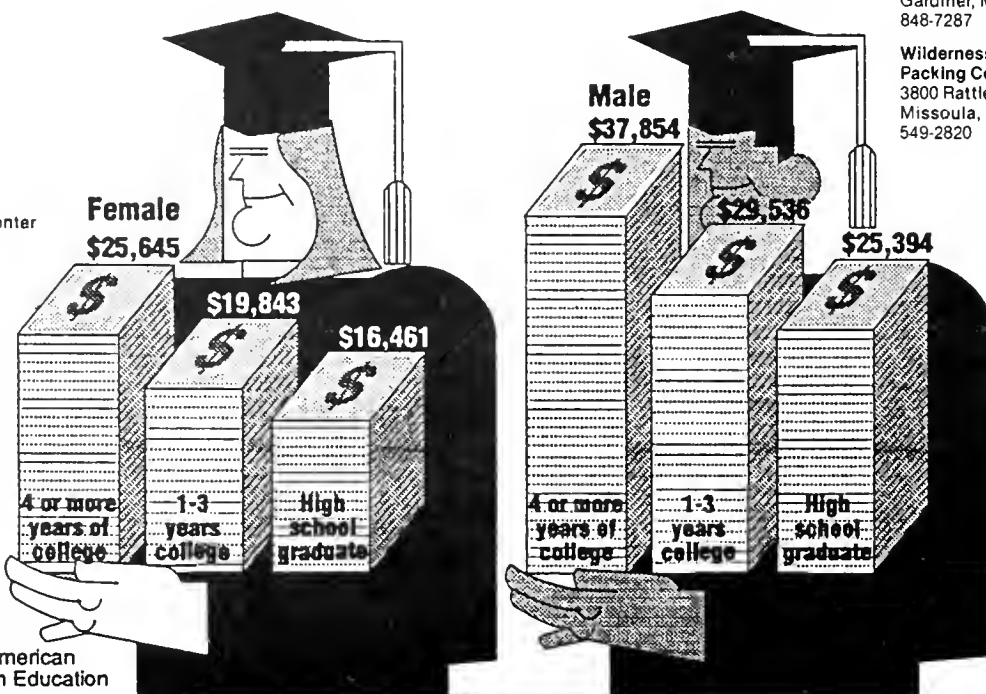
Wilderness Connection Guide School
Cinnabar Basin Road
Box 674
Gardiner, MT 59030
848-7287

Wilderness Outfitters - Outfitting & Packing Course
3800 Rattlesnake Drive
Missoula, MT 59802
549-2820

Wilderness Lodge
620 Elk Creek Road
Heron, MT 59844
847-2277

Yellowstone Outfitters & Guide School, Inc.
Route 1, Box 658
Emigrant, MT 59027
848-7570

College Graduates Earn More
(1987 figures)



Source: American Council on Education

(continued next page)



TRAINING OPPORTUNITIES PAGE 11



Automotive repair requires more technical skills as engine design becomes more sophisticated.

SCHOOLS (cont.)

BEAUTY AND BARBER SCHOOLS

Academy of Cosmetology
133 West Mendenhall
Bozeman, MT 59715
587-1265

Acme Beauty College
320 North 30th
Billings, MT 59101
245-5567

Big Sky College of Barber-Styling, Inc.
750 Kensington
Missoula, MT 59801
721-5588

Billings School of Barbering and Hair Styling
922-1/2 Grand
Billings, MT 59102
259-9369

Blanco Blanco Cosmetology School
901 24th Street West
Billings, MT 59102
652-2700

Butte Academy of Beauty Culture, Inc.
303 West Park
Butte, MT 59701
723-8565 or 782-6297

C & C Beauty College
134 First Street West
Kalispell, MT 59901
257-2525

College of Coiffure Art
603 24th Street West
Billings, MT 59102
656-9114

Dahl's College of Beauty
1205 Central Avenue
Great Falls, MT 59401
454-3453

International School of Cosmetology
1701 9th Avenue South
Great Falls, MT 59405
452-5601

Maddio's Hairstyling & Cosmetology College
827 North Last Chance Gulch
Helena, MT 59601
442-1011

Mr. Mack's Beauty College
2 West Main
Bozeman, MT 59715
587-5161

Mr. Rich's Beauty College
1805 South Avenue West
Missoula, MT 59801
728-5371

Modern Beauty School of Cosmetology
P.O. Box 3446
Missoula, MT 59806
721-1800

BUSINESS AND REAL ESTATE SCHOOLS

Conrole-Morton Schools of Billings and Missoula
415 N. Higgins
Missoula, MT 59802
543-3269

Denver Business College of Billings
2520 Fifth Avenue South
Billings, MT 59101
256-1000

H & R Block Income Tax School - Billings
38 Grand Avenue
Billings, MT 59101
248-7147

H & R Block Income Tax School - Butte
1810 Harrison
Butte, MT 59701
782-4244

H & R Block Income Tax School - Great Falls
908 Central
Great Falls, MT 59401
761-8224

H & R Block Income Tax School - Havre
Box 309
Havre, MT 59501
265-1434

H & R Block Income Tax School - Helena
1114 Helena Avenue
Helena, MT 59601
442-0670

H & R Block Income Tax School - Kalispell
270 3rd Avenue West North
Kalispell, MT 59901
752-8747

H & R Block Income Tax School - Miles City
P.O. Box 392
Miles City, MT 59301
232-2299

H & R Block Income Tax School - Missoula
P.O. Box 4565
Missoula, MT 59806
628-9336

Hoven Real Estate Courses
3815 Bellecrest
Missoula, MT 59801
728-6663

Montana Real Estate Institute
1100 14th Street South
Great Falls, MT 59405
761-7666

The Computer School
34 North Last Chance Gulch
Helena, MT 59601
442-3366

Todd & Associates
1501 9th Street South
Great Falls, MT 59405
761-2233

THE JOB CORPS WORKS

Are you:

- between the ages of 16 and 22
- interested in automotive trades, carpentry, bricklaying, plumbing, food services. . .

Then Job Corps may be your ticket to a career and the necessary education and training to enter it.

Center Life

The first few days you are at the Job Corps center you go through an orientation program. You are shown around the center to determine what educational classes you should be in and generally to get you settled. Next, you participate in the Occupational Exploration Program. This gives you an opportunity to look at all the different types of available training so you can choose the one you want.

A typical day at a Job Corps center has you up and having breakfast in the cafeteria with your friends between 7 and 8 am. Classes begin about 8:15 am and run on an hourly basis until 4 pm with a one-hour break for lunch.

At some Job Corps centers, academic classes are held in the mornings and vocational classes in the afternoons. At other centers, you may go to academic classes one week and vocational classes the following week.

From 4 to 5 pm is generally free time, followed by dinner from 5 to 6 pm. After dinner until lights out at 11 pm is free time, with a variety of cultural, recreational, educational or athletic activities to choose from.

Education and Training Opportunities

Job Corps offers training in over 160 different jobs including automotive trades, carpentry, bricklaying, plumbing, electrical trades, welding, nursing, clerical, secretarial, and food services. Not all centers offer all 160 jobs, and some training classes may be filled when you first apply. You may wish to take another training class at the center until an opening occurs in the area of your first choice.

While at the Job Corps center, you can also earn your high school diploma or high school equivalency diploma (GED). Job Corps is different from other schools. In Job Corps you learn at your own pace, so you won't be competing against other students for grades. Job Corps cares and will spend as much time as necessary to make sure you understand what you are taught. If you already have your high school diploma, or when you earn your GED, you may want to go to advanced training classes at Job Corps centers or colleges. Yes, Job Corps can even help you go to college.

Let's Talk Money

Yes, Job Corps pays you a "living allowance" while you're in training. You receive \$40 per month for the first two months, \$60 per month the next four months, and \$80-100 per month after six months. In addition you may earn a readjustment allowance up to \$100 per month when you have completed a minimum of six months, retroactive to your first day. This means if you are in a center for 18 months, you would receive \$1,800 when you terminate.

Clothing, medical and dental care, your room, food and transportation to the center and home again when you terminate are all provided by Job Corps. Once a year after six months attendance, you will be provided with a round trip for home leave.

More Information. . .

Job Corps is a federally funded program designed to provide vocational, academic and social skills for qualified young men and women. The 100-plus centers around the country are funded jointly by the U.S. Department of Labor and the U.S. Department of Agriculture.

Montana is part of Region VIII for Job Corps, which has three centers in Montana, one in South Dakota and two in Utah. Montana residents are eligible to attend any of the six centers.

For more information, contact the state project director for Job Corps Recruiting and Placement, P.O. Box 2869, Great Falls, MT 59403 or call tollfree at 1-800-544-5627.

Region VIII Job Corps Centers:

Anaconda Job Corps Center
Anaconda, MT

Kicking Horse Job Corps Center
Ronan, MT

Trapper Creek Job Corps Center
Darby, MT

Box Elder Job Corps Center
Nemo, SD

Clearfield Job Corps Center
Clearfield, UT

Weber Basin Job Corps Center
Ogden, UT





SELF-EMPLOYMENT —
MODERN DAY PIONEERING

When someone says "self-employment" to you, what comes to your mind? Making a lot of money? Sleeping in late in the morning because you're the boss? Taking vacations anytime and being able to afford to travel? Working when you want to, where you want to, as much or as little as you want to, and still making enough money to support a comfortable lifestyle?

Think again. Ask a self-employed person when he or she last took a two-week vacation. Or slept in late in the morning. Chances are if they did, they were up late working the night before.

Self-employment has many kinds of rewards. It also has its costs.

When you work for yourself you often get more recognition than other people doing the same work for an organization. On the other hand, you shoulder a greater amount of responsibility to get the job done, because there is no one to share it with.

Self-employed persons often list independence as a primary reward. Working for yourself, you make your own decisions. You enjoy figuring things out on your own. At times, though, you may miss the knowledge and support of a supervisor who may be more knowledgeable in the business.

The ability to exercise motivation and initiative is important to self-employed individuals. Self-employment careers grow as your abilities grow, with always something new to learn. In contrast, salaried or hourly wage jobs often have well-defined job duties, which you may outgrow in time. Self-employment requires motivation and initiative, which is great on days you have it, and a challenge on days you don't.

Money is another reward that prompts some people to go into self-employment. When you work for yourself, you're paid according to what you produce or sell, regardless of the time involved. Financial reward becomes a way of measuring your success. At the same time, if you don't work well, you don't get paid. You can't count on the weekly or monthly paycheck from an employer.

Still interested? Good for you! If you love a challenge, and taking a risk doesn't keep you awake at night, self-employment may provide you with a satisfying career for years to come.

Where there is an open mind, there will always be a frontier.
Charles Kettering

HERE'S HELP

Some helpful resources for more information on self-employment and entrepreneurship are listed below. Ask your school librarian or local public librarian for other suggestions.

Working for Yourself by the Career Information System
Montana Career Information System
1412-1/2 Eighth Ave.
Helena, MT 59620

Describes types of self-employment, what it takes to make a business succeed and characteristics of entrepreneurs. Includes an "Entrepreneur's Quiz."

Managing Your Small Business by Robert T. Justis. Englewood Cliffs, NJ: Prentice-Hall Inc., 1981.

Describes advantages and disadvantages of operating a small business.

Small Business Management by Justin G. Longenecker and Carlos W. Moore. Cincinnati: South-Western Publishing Co., 1987.

Lists some rewards of entrepreneurship.

Effective Small Business Management by James F. Moreau. Boston: Houghton Mifflin Company, 1980.

Describes rewards and costs of small business ownership.

The Montana Entrepreneur by Paul Larson, Ph.D. Missoula: University Press, 1990.

Discuss all aspects of small business development from market research to financial management. Contains a comprehensive inventory of all public organizations that serve small businesses in Montana.

Junior Achievement (JA) teaches basic private enterprise philosophy and practice to young people. Through JA, 5th through 12th grade students can learn about self-employment and experience working for themselves. Business leaders from the community often serve as consultants to JA groups. Contact your local Chamber of Commerce for more information.

Distributive Education Clubs of America (DECA) help high school students learn about managing a business. They meet business and community leaders and participate in projects, activities and contests. Contact your high school marketing teacher or the DECA State Advisor, at the Office of Public Instruction, 444-4556.

Occupations with Five Percent or More Self-Employment

People who are self-employed make up about eight percent of the workforce in the U.S., and the number is growing. There are more than 70 occupations in which at least five percent of the people are self-employed.

Administrative

Restaurant Managers
Hotel and Motel Managers
Small Business Operators
Construction Superintendents

Clerical

Shorthand Reporters
Travel Agents

Bookkeeping and Accounting

Accountants and Auditors
Bookkeepers
Appraisers

Social Research

Social Scientists
Free-lance Writers

Engineering & Design

Architects
Surveyors
Interior Designers and Decorators

Science and Laboratory

Agricultural Scientists
Dental Laboratory Technicians

Mechanics

Automobile Mechanics
Truck & Heavy Equipment Mechanics
Farm Equipment Mechanics
Aircraft Mechanics
Small Engine Repairers
Heating & Cooling System Mechanics
Office Machine Repairers
Radio and TV Service Technicians
Appliance Repairers
Jewelers

Agriculture, Forestry & Fishery

Groundskeepers and Gardeners
Floral Designers
Farmers and Ranchers

Construction

Painters and Paperhangers
Plasterers and Drywall Installers
Cement Masons
Glaziers
Carpenters
Bricklayers
Plumbers and Pipefitters
Floor and Carpet Layers
Roofers

Food Processing

Bakers
Meat Cutters

Textile and Apparel

Tailors and Garment Fitters
Upholsterers
Shoe Repairers

Timber Products

Cabinetmakers

Mining

Rotary Drillers

Graphic Arts

Graphic Artists and Designers
Photographers

Metaworking

Body and Fender Repairers

Electricity and Electronics

Electricians

Other Production

Handcrafters

Transportation

Bus and Taxi Drivers
Long Haul Truck Drivers
Heavy Equipment Operators

Stock Control

Newspaper Carriers

Sales

Insurance Salespeople
Real Estate Salespeople

Food Service

Chefs and Dinner Cooks
Bartenders

Health Service

Physicians
Chiropractors
Pharmacists
Occupational Therapists
Physical Therapists
Veterinarians
Optometrists
Dentists

Social Service

Lawyers
Psychologists
Child Care Workers

Personal Care

Hair Stylists
Funeral Directors and Embalmers

Art and Entertainment

Film Production Occupations
Fine Artists
Performing Artists

THINK NONTRADITIONAL!

Why think nontraditional? More opportunities—that's why.

When you consider occupations that are not "traditional" for your gender, you increase the range of your options in choosing your career. Nontraditional occupations may present advantages to you not available in more traditional occupations, advantages that better match your interests and abilities.

What is a nontraditional occupation? It is one that breaks the male or female stereotype surrounding that occupation. For example, construction is nontraditional for females; nursing is nontraditional for males.



Nontraditional careers can offer job satisfaction and uncommon opportunities.

JOBS FOR MONTANA'S GRADUATES



This year, high school students in Butte, Bozeman, Billings and Columbia Falls have the opportunity to participate in a new program specifically designed to help students successfully make the transition from school to work. Jobs for Montana's Graduates (JMG) was initiated in April 1990 and is jointly sponsored by the Governor's Office and the Office of Public Instruction, with programs operating in Butte High School, Butte Abraham Lincoln Alternative School (ALAS), Billings School District #2, EAGLE Alternative School in Columbia Falls and Bozeman Senior High School. Based on the proven effective Jobs for America's Graduates (JAG) program, JMG:

- identifies seniors who could most benefit from participating in the program
- prepares them for meaningful career-oriented jobs
- matches the students with community job opportunities
- provides long-term follow-up to facilitate successful transition

Students work with a professional job specialist at the school to define their career interests and aptitudes. They work to develop the necessary skills to get and keep "good jobs" that have career potential. Skills such as interviewing, resume writing, problem solving, effective communications, and taking initiative are important parts of the classroom training. Representatives of the local business community are actively involved in their local programs as advisory council members, classroom presenters, trainers, job shadow sponsors and student mentors.

Students also form a Career Association and, through the club, develop a sense of leadership and commitment, participate in civic and social events, and refine their career preparation.

Jobs for Montana's Graduates is operated through the Department of Labor and Industry, Job Service Division. The program is an affiliate of Jobs for America's Graduates, which supports the development of similar programs nationwide.

For more information about Jobs for Montana's Graduates, contact Lorelee Robinson, State Coordinator, at 444-2534.

Not for Men Only

By choosing a nontraditional occupation over a traditional one, women can generally expect a higher income, better promotions and benefits. Changing technologies are causing more women to consider nontraditional careers, and more women are looking to nontraditional occupations for their economic well-being.

Not for Women Only

Good opportunities are also available for men in careers traditionally pursued by women. A nontraditional career might appeal to a man because often these jobs are in the service sector which suffers less from economic changes and offers more security. A nontraditional career may provide an entry level position for a new career path.

Be Prepared

You may run into hurdles while preparing for, securing, and performing in a nontraditional occupation. Being aware of these potential barriers is the first step in overcoming them. Be ready to be assertive when necessary but realize job competence, patience, and a sense of humor may be effective too.

Persons employed in nontraditional occupations are pioneers, in a sense, in the world of work. By taking the unusual route to job satisfaction, the trail is blazed for others to follow.

This will be particularly important, and economically beneficial, during the 1990s as we prepare for a rapidly changing world of work requiring more nontraditional workers.

Nontraditional Careers for Women

Air Traffic Controller
Auto Mechanic
Avionics Technician
Barber
Carpenter
Dentist
Drafter, Civil
Electrician
Electronics Mechanics
Lawyer
Machinist
Mail Carrier
Painter
Paralegal Assistant
Plumber
Police Officer
Security Guard
Structural Engineer
Veterinarian

Nontraditional Careers for Men

Bank Teller
Bookkeeper
Clerk-Typist
Cosmetologist
Data Entry Clerk
Dental Hygienist
Duplicating Clerk
Elementary School Teacher
Food Counter Worker
Keypunch Secretary
Licensed Practical Nurse
Medical Secretary
Preschool Teacher
Receptionist
Registered Nurse
Sales Clerk
Secretary
Telephone Operator
Travel Agent



You can learn good "people skills" in a food service job.



RESUMES, SUMMARIZED

Resumes in themselves do not get you jobs. What they do is help get your foot in the door. Employers use them as a prescreening process to see who fits their organization the best without ever seeing you personally.

You might not need a resume for all jobs, but it is a good way to organize the information that you need to apply for jobs. A resume is organized to best tell a possible employer what you have to offer them. It should show your strengths and career goals. It summarizes facts about you.

A resume should be brief — one page, if possible. Use good quality paper and a good typewriter, or get your resume professionally printed. Use perfect spelling, grammar, and typing. Be accurate — use numbers and exact dates. Change the focus of the resume for different jobs if necessary.

Use active verbs to describe job duties that you have performed in the past. This can mean the difference between a boring resume and one that grabs the reader's attention. Some examples of action verbs include the following:

- | | |
|-------------|-------------|
| answered | maintained |
| assembled | managed |
| assisted | ordered |
| began | organized |
| built | planned |
| collected | prepared |
| coordinated | revised |
| designed | sold |
| explained | spoke |
| filed | supervised |
| helped | trained |
| initiated | volunteered |
| led | wrote |

When assembling your resume, don't use photographs. Don't abbreviate. Don't give reasons for leaving past jobs. Don't list personal data, such as age, marital status, religion, etc. Don't list salary expectations.

THE JOB INTERVIEW — YOUR OPPORTUNITY TO SHINE

The interview is your opportunity to convince the employer that you can make a contribution to their organization. It also allows you to make an appraisal of the job. The interview is probably the single most important phase of the entire employment process.

Before the interview:

Be sure you are clean and well groomed. Shower; use deodorant; clean your fingernails; wash, comb, and style your hair; use limited amounts of makeup; use perfume or aftershave sparingly; brush your teeth.

Get an adequate amount of sleep the night before the interview.

Know the dress requirements for the job. Select your attire to show your respect for the interviewer and the organization.

Several items are important for a job application or an interview, such as a personal data sheet, resume, licenses, union card, military records, or samples of your work. Get a large envelope or special folder to carry these items with you.

Allow extra time for dressing, parking, walking, traffic, and weather. Arrive at least five minutes early.

Know the name of the person who will be interviewing you, and where they are located. Know about the company so you can decide how you can fit into the organization.

During the interview:

Stand until you are invited to sit.

Smile and shake hands firmly. Be enthusiastic and sincere. Maintain eye contact with the person who is interviewing you. Speak clearly, using complete sentences.

Be prepared to talk about your qualifications, aptitudes, interests, and hobbies. Remember that no one knows you better than you do, so you are the expert on the subject.

Don't answer questions with just a Yes or No. Try to elaborate on your answers.

Don't interrupt the interviewer while he or she is speaking. Don't talk about personal problems.

Ask questions! Why is this job open now? What would I do during a typical day on the job? Where would I work? Would I work by myself or with others? Who would be my supervisor? How is this job important to the company? What kinds of training are available in this job? What are the possibilities of promotion?

A good resume includes the following information:

- Personal data: Name, address, telephone numbers.
- Employment objective: List the job you want or the general type of work that you are seeking.
- Education: If this is your main selling point, list education before your work history.
- Work history: List your work history either by job or by function.

By job: This type of resume lists the jobs you have held and schools that you have attended in reverse chronological order (your most recent job first, then work backwards until all relevant jobs have been listed). This type of resume is easiest to follow and is good for job hunters with limited experience.

By function: This type of resume lists your experience and education in order of importance. It shows how your work experience relates to your objectives. For example, if you have used selling skills in three different jobs, you would combine them in a paragraph labeled sales experience. You can highlight your skills and experiences, and downplay your employment history by listing dates of employment and employers later in the resume (after your skills and experience). This works best for people who have an inconsistent work history or who want to change their field of work.

- Miscellaneous: List any special skills that you have, special licenses or certificates, hobbies and special interests, military service, and memberships in professional organizations.
- References: Give the names, addresses, positions, and phone numbers of three people who have direct knowledge of your work and abilities. Always get permission from people you list as references. Do not list personal references unless they are requested.

Your resume should make the potential employer want to know more about you. Make it pleasing to the eye, neat, short, evenly spaced, and easy to read. This is a chance to sell yourself!

To close the interview:

Ask when a decision will be made regarding the job, if the interviewer has not told you.

Let the interviewer know before you leave if you are interested in the job. Thank the interviewer for seeing you.

After the interview:

Send a "thank you" letter immediately after you get home from the interview. Thank them for the chance to meet and discuss the job openings. Briefly mention your main strengths and express your interest in working for the firm.

Take a few minutes to jot down the name of the person you talked to, some notes about the job you discussed, your impressions on the job, and the company as well as the salary.

HOW TO RUSTLE UP JOB LEADS

After you review your personal skills and decide what type of job you want, the next task is locating openings. Some will be advertised, some are not. Some jobs are not yet open; some jobs do not exist yet. Stay in contact with agencies, employed workers, and anyone and everyone who can help you find the kinds of jobs you want.

Get job leads whenever you can. Write down your job leads and follow up quickly. Here are some sources of job leads:

- Friends, relatives, and neighbors
- People you have worked with in the past
- People who are working where you would like to work
- Owners of small businesses
- Personnel offices of companies and public agencies
- State Job Service local offices
- Labor union offices
- Employment agencies and temporary help agencies
- Social service organizations
- Youth centers and organizations
- Handicapped services and organizations
- "Help Wanted" ads in newspapers
- Bulletin boards at schools or places of employment
- The yellow pages in the telephone book
- Library: trade publications, business directories, union publications
- Volunteer work in a field where you would like a paid job



HOW TO GET THE MOST FROM THIS CHART

In the following chart you will find occupations, a job description of each, Montana wage information, education/training information, and a list of helpful academic subjects.

Read the brief description of each occupation. Ask yourself the following questions:

- Would you like the work?
- Can you do that kind of work?
- Can you learn to do it?
- Is it the kind of work that you really might like to do for a living?

Select a few occupations you feel would be most interesting, most satisfying, and most likely to make use of your strongest abilities, and for which you are willing to get the necessary education or training.

Further your knowledge of these occupations by exploring career information software, i.e., Montana CIS, using reference materials from your library and consulting with your high school counselor, friends, or family members.

SUGGESTED TRAINING: This column lists training and education programs which are required, recommended, or beneficial for entry into an occupation. There may be other training alternatives than listed below.

O.J.T.: On-the-job training is specific training offered by an employer.

High School: High school diploma or equivalent required.

One Year: Training is usually given in a vocational technical school, community college, or proprietary school. This training may not be required but it enhances job opportunities. The training may lead to certification or licensing.

Two Years: This may be a certificate, license, or associate degree program offered at vocational schools, community colleges, and some colleges and universities. It will require two or more years of post-secondary education.

Bachelor's: This formal degree program is offered at four-year universities and colleges.

Advanced Degree: This formal degree program is offered at colleges and universities. It may require from one to five years in addition to the bachelor's degree. This training will lead to a master's, specialist, or doctorate degree or to a professional degree (such as M.D. for physicians, etc.).

Apprenticeship: This program involves learning a skilled trade through training on the job and receiving the related technical instruction in a classroom.

Military: Civilian occupations many times have a military counterpart. The skills required are much the same, but the training required and time commitment differ. Consult your counselor for additional information.

OCCUPATIONAL DESCRIPTION: This column includes a brief description of each occupation. The work you actually do will depend on your employer, training, and experience.

GROWTH, SIZE: This column includes the growth rate by occupation in Montana and the number of people employed.

Growth of Occupation:

Declining
Slow
Average
Rapid

Size of Occupation:

Very Small
Small
Medium
Large
Very Large

MONTANA BEGINNING WAGE: This column indicates the Montana average starting monthly salary for each occupation. The actual pay for a specific job may vary between geographical areas, the qualifications of the person holding the job, and the pay scales of the employer.

TITLE	OCCUPATIONAL DESCRIPTION	GROWTH, SIZE	BEGINNING WAGE	SUGGESTED TRAINING
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ADMINISTRATIVE OCCUPATIONS

Restaurant Managers	Restaurant managers supervise places that serve food and drink. They hire and supervise kitchen and dining room workers. They also order food and supplies, plan menus, and keep payroll and inventory records.	Average growth Medium size	\$5.20 per hour	O.J.T., One Year, Two Years, Bachelor's
Education Administrators	Education administrators manage the business and academic operations of schools and colleges. They hire personnel, prepare budgets and programs, and develop policies for schools.	Average growth Medium size	Experienced \$18.20 per hour	Bachelor's, Advanced Degree
Buyers, Purchasing Agents	Buyers and purchasing agents buy merchandise, supplies, and equipment needed for companies to carry on their business. They purchase goods, estimate the value of purchases, talk with salespeople, keep records, and authorize payment for purchases.	Slow growth Large size	\$7.20 per hour	O.J.T., One Year, Two Years, Bachelor's

CLERICAL OCCUPATIONS

Typists and Word Processors	Typists and word processors produce printed documents from rough drafts or other materials using typewriters or word processing equipment. They read and correct materials with typing, spelling, punctuation, and other types of errors. They may also sort and distribute mail, operate printers, keep logs, file, and answer the telephone.	Slow growth Large size	\$5.20 per hour	High School, O.J.T., One Year, Two Years
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TITLE	OCCUPATIONAL DESCRIPTION	GROWTH, SIZE	BEGINNING WAGE	SUGGESTED TRAINING
General Office Clerks	General office clerks perform a variety of clerical duties essential to office operations. They compile reports, maintain records and complex filing systems, process forms, and handle mail. They often operate typewriters, computers, calculators, and duplicators.	Average growth Very large size	\$4.85 per hour	High School, O.J.T., One Year, Two Years
Teacher Aides	Teacher aides provide classroom and clerical help for elementary and secondary teachers. They may grade papers and tests, type and keep records, and supervise study halls, cafeterias, and hallways. They may help teach students.	Average growth Large size	\$4.40 per hour	O.J.T., One Year, Two Year
Library Assistants	Library assistants help librarians order, catalog, shelve, and check out library materials. Duties may include book repair, typing, shelving, card filing, sorting and cataloging new materials, and answering questions. They may use computers.	Average growth Medium size	\$5.70 per hour	High School, O.J.T., One Year, Two Years
Data Entry Operators	Data entry operators use computer terminals to record or verify data. They may enter data directly into the computer or record data on magnetic tapes or disks.	Decline Medium size	\$5.70 per hour	O.J.T., One Year, Two Years
Secretaries	Secretaries do a variety of clerical and administrative tasks to keep an office running smoothly. Duties may include scheduling appointments, screening telephone calls, welcoming visitors, filing, and typing.	Average growth Very large size	\$5.07 per hour	High School, O.J.T., One Year, Two Years
Receptionists	Receptionists greet callers at business offices to determine the purpose of their visits and instruct them accordingly. They make appointments and give requested directions or information. Other tasks may include keeping records, sending bills, receiving payments, typing, filing, and telephone answering	Average growth Large size	\$4.60 per hour	High School, O.J.T., One Year, Two Years
Hotel Clerks	Hotel desk clerks register hotel and motel guests, take reservations, assign rooms, and take payments. Other tasks may include bookkeeping, processing mail, and operating switchboards.	Slow growth Medium size	\$3.90 per hour	High School, O.J.T., One Year

BOOKKEEPING AND ACCOUNTING OCCUPATIONS

Accountants and Auditors	Accountants and auditors compile and analyze business records and prepare financial reports used in making management decisions. They design accounting systems and procedures, decide on the value of assets, and make financial recommendations.	Fast growth Large size	\$8.70 per hour	Two Year, Bachelor's, Advanced Degree
Accounting and Statistical Clerk	Accounting and statistical clerks prepare numerical records for reports, research, financial statements, and payroll use. They record, compile, and tabulate financial transactions using adding machines, calculators, or computers.	Slow growth Very large size	\$5.40 per hour	High School, O.J.T., One Year, Two Year
Cashiers and Grocery Checkers	Cashiers and grocery checkers handle money from customers for goods and services. They receive payments, handle credit transactions, make change, and issue receipts. Cashiers may weigh items, bag merchandise, restock shelves, mark prices, rearrange displays of merchandise, and take inventory.	Fast growth Very large size	\$4.50 per hour	High School, O.J.T.
Bank Tellers	Bank tellers handle transactions for customers of banks and other financial institutions. They cash checks, accept deposits, and pay out withdrawals. After banking hours, they balance the day's accounts, sort checks and deposit slips, and wrap money.	Slow growth Large size	\$4.98 per hour	O.J.T., One Year

SOCIAL RESEARCH OCCUPATIONS

Social Scientists	Social scientists seek to understand and explain aspects of society such as market conditions, economics, human and social behavior, governments, history, and cultures. They help decision-makers address broad social, economic, and political issues. Some are involved in planning and research.	Slow growth Small size	\$8.57 per hour	Bachelor's, Advanced Degree
Writers and Editors	Writers and editors communicate news and ideas to people. Writers who work for newspapers, magazines, and radio and TV stations gather and evaluate facts and write stories for publication or broadcast. Other writers are employed in industries and public agencies to write articles, advertising copy, or creative stories.	Slow growth Medium size	\$5.26 per hour	O.J.T., Bachelor's, Advanced Degree



TITLE	OCCUPATIONAL DESCRIPTION	GROWTH, SIZE	BEGINNING WAGE	SUGGESTED TRAINING
MATHEMATICAL AND COMPUTING OCCUPATIONS				
Mathematicians and Statisticians	Mathematicians and statisticians conduct research and analyze numerical data to provide information to help solve managerial, scientific, and engineering problems.	Average growth Small size	\$8.00 per hour	Bachelor's, Advanced Degree
Systems Analysts	Systems analysts plan data processing systems to meet business, scientific, or engineering needs. They study a group's needs and existing data processing systems and work with managers to determine how to design or improve a computer system.	Fast growth Medium size	\$15.40 per hour	Bachelor's
Computer Programmers	Computer programmers write programs and other instructions that enable computers to perform specific tasks. They decide what information will be needed to solve problems and write complete instructions in a computer-programming language.	Fast growth Medium size	\$12.00 per hour	One Year, Two Year, Bachelor's, Advanced Degree
ENGINEERING AND DESIGN OCCUPATIONS				
Engineers	Engineers apply the principals of science and mathematics to solve problems in design, production, or construction of goods or building projects. They may plan and oversee construction and research projects, design equipment and machinery, and inspect and test materials and products. Engineers work in chemical, nuclear, mining, mechanical, safety, and other fields.	Average growth Large size	\$10.95 per hour	Bachelor's, Advanced Degree
Drafters	Drafters translate ideas and sketches from engineers, architects, and scientists into detailed drawings which are used in manufacturing and construction. They use various drafting tools, computers, engineering practices, and math.	Average growth Medium size	\$6.70 per hour	One Year, Two Years, Bachelor's, Apprenticeship
Physical Scientists	Physical scientists investigate the structure and composition of matter in the universe, ranging from atoms to planets. Many do research to increase basic scientific knowledge. Most specialize in an area such as acoustics, optics, nuclear physics, biophysics, geophysics, or astronomy	Slow growth Small size	\$10.80 per hour	Bachelor's, Advanced Degree
Agricultural Scientists	Agricultural scientists apply principles of physical and life sciences to protect, develop, and manage agricultural resources. Agronomists develop methods of growing crops. Horticulturists develop new or improved plant varieties. Soil scientists study the characteristics and behavior of soils. Animal scientists study the feeding, breeding, diseases, and care of livestock.	Fast growth Small size	\$8.55 per hour	Bachelor's, Advanced Degree
Medical Laboratory Workers	Medical laboratory workers conduct a variety of chemical, bacteriological, and other tests on body fluid and tissue samples. They use instruments such as centrifuges, microscopes, and computers.	Average growth Medium size	\$6.60 per hour	O.J.T., Two Year, Bachelor's, Military
MECHANICS OCCUPATIONS				
Automobile Mechanics	Automobile mechanics repair and maintain automotive equipment. Duties include preventive maintenance, diagnosis of failures, and adjustment, repair, or replacement of parts.	Slow growth Large size	\$6.75 per hour	High School, O.J.T., One Year, Two Year, Apprenticeship
Truck and Heavy Equipment Mechanics	Truck and heavy equipment mechanics maintain and repair trucks, buses, and heavy equipment. Mechanics determine causes of equipment problems and make the necessary adjustments or repairs, as well as do preventive maintenance inspections.	Average growth Large size	\$9.85 per hour	O.J.T., One Year, Two Year, Apprenticeship
Aircraft Mechanics	Aircraft mechanics service, repair, and overhaul aircraft and aircraft engines to ensure safety and dependability. They inspect, service, and adjust aircraft engines, wiring, brakes, landing gear, and flight controls. They perform scheduled maintenance checks.	Fast growth Small size	\$5.20 per hour	O.J.T., One Year, Two Year, Apprenticeship, Military
Heating and Cooling System Mechanics	Heating and cooling system mechanics install and repair refrigeration and heating equipment used in homes, schools, and commercial buildings. Duties include diagnosing problems, setting up motors and pumps, installing parts such as air ducts and fuel pumps, and hooking up equipment to power sources.	Average growth Small size	\$7.60 per hour	O.J.T., One Year, Two Year, Apprenticeship
Office Machine Repairer	Office machine repairers service and repair office equipment used for correspondence and business transactions. Duties include periodic inspecting, cleaning, oiling, adjusting, and replacing broken parts.	Slow growth Small size	\$4.45 per hour	O.J.T., One Year, Two Year, Apprenticeship



TITLE	OCCUPATIONAL DESCRIPTION	GROWTH, SIZE	BEGINNING WAGE	SUGGESTED TRAINING
Appliance Repairers	Appliance repairers service and repair large and small appliances usually used in the home. Repairers examine appliances to identify problems, make adjustments, and replace parts.	Average growth Small size	\$7.00 per hour	O.J.T., One Year, Two Year, Apprenticeship

BUILDING MAINTENANCE OCCUPATIONS

Building Maintenance Workers	Building maintenance workers repair and maintain plumbing, electrical fixtures, machinery, and the structure of commercial, industrial, and public buildings. Duties include preventive maintenance, repair and replacement of worn or broken parts, and periodic inspections.	Average growth Very large size	\$5.95 per hour	High School, O.J.T., One Year, Apprenticeship
Janitors	Janitors keep buildings in a clean and orderly condition. Duties include emptying wastebaskets, sweeping, mopping, dusting, waxing, and polishing. Some janitorial jobs require lawn mowing, clearing snow and ice, tending furnaces and boilers, painting, and minor plumbing and wiring repairs.	Average growth Very large size	\$4.40 per hour	O.J.T.

AGRICULTURE AND FORESTRY OCCUPATIONS

Park Rangers	Park rangers protect, maintain, and provide for the proper use of parks and historical sites. They enforce regulations, register visitors, provide information, and patrol areas to prevent fires and protect natural surroundings. Some plan conservation programs and recreational activities.	Decline Small size	\$8.57 per hour	High School, Two Years, Bachelor's
Fish and Wildlife Technicians	Fish and wildlife technicians help with the breeding, rearing, protection, and study of fish and wildlife. They feed and care for fish and game. Duties may include collecting and recording data on the number and distribution of fish and wildlife, and conducting habitat improvement programs.	Decline Small size	\$6.52 per hour	O.J.T., Two Year, Bachelor's
Farmers and Ranchers	Farmers and ranchers raise crops and livestock for market. They are familiar with all phases of farming and ranching, such as crop growing, insect and disease control, livestock, and federal and state regulations that apply to farming and ranching.	Decline Very large size	Varies	O.J.T., One Year, Two Year, Bachelor's

CONSTRUCTION OCCUPATIONS

Painters and Paperhangers	Painters and paperhangers apply paints and other coatings to the surfaces of structures for decorative and protective purposes. Duties include preparing surfaces and applying undercoatings, finish coats, end wall coverings using brushes, rollers, and spray guns.	Average growth Medium size	\$7.50 per hour	O.J.T., Apprenticeship
Cement Masons	Cement masons shape and smooth fresh concrete into surfaces such as sidewalks, walls, and highways. They build forms into which concrete is poured, level the surface, work the concrete with a float, and finish it with a hand trowel.	Average growth Medium size	\$11.60 per hour	Apprenticeship
Glaziers	Glaziers cut, fit, and install glass in buildings. Using hand and power tools, they cut glass to fit, put putty in frames, and press the glass into place, and fasten it in with wire clips and another strip of putty to keep out moisture.	Slow growth Small size	\$10.00 per hour	O.J.T., Apprenticeship
Carpenters	Carpenters build and maintain structures ranging from rough scaffolds to buildings that require exact finish work. They work with wood, metal, plastic, and concrete. Carpenters erect wood frameworks for buildings, install window frames, apply exterior siding, and install moldings, cabinets, doors, and hardware finish.	Fast growth Very large size	\$10.00 per hour	O.J.T., One Year, Two Years, Apprenticeship
Plumbers and Pipefitters	Plumbers and pipefitters install and repair pipe systems used to carry water, gas, steam, and air and to dispose of wastes. They assemble and install metal or plastic pipes using hand tools such as wrenches, bits, and pipecutters. Some may use power machines to cut, bend, and thread pipes.	Average growth Medium size	\$15.60 per hour	O.J.T., Apprenticeship
Bakers	Bakers mix and bake ingredients to produce breads, pastries, and other baked goods. Duties may include measuring and mixing, rolling, cutting and shaping dough, and setting oven temperatures.	Average growth Medium size	\$5.20 per hour	O.J.T., Apprenticeship
Meat Cutters	Meat cutters prepare meat, fish, and poultry for wholesale and retail markets. They use cleavers, knives, and saws to skin, trim, and prepare meat for marketing. They may cut large segments of meats into wholesale cuts, or reduce wholesale cuts into retail portions.	Average growth Medium size	\$6.00 per hour	O.J.T., One Year, Apprenticeship



TITLE	OCCUPATIONAL DESCRIPTION	GROWTH, SIZE	BEGINNING WAGE	SUGGESTED TRAINING
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TEXTILE AND APPAREL OCCUPATIONS

Sewing Machine Operators	Sewing machine operators use high-speed electric sewing machines in factories to produce garments and other cloth articles. Some may specialize in tasks such as making buttonholes, trimming, or hemming articles.	Fast growth Medium size	\$4.70 per hour	O.J.T.
Laundry and Dry Cleaning Workers	Laundry and dry cleaning workers receive, clean, and press clothing and other articles. They mark and sort garments, remove stains, and load and tend washing machines, extractors, and driers. Others fold articles for delivery and operate hand irons or pressing machines.	Fast growth Medium size	\$4.20 per hour	O.J.T.

TIMBER PRODUCTS OCCUPATIONS

Loggers	Loggers cut down trees, saw them into logs, and haul the logs to loading areas. They determine the direction which the trees should fall, use chainsaws to cut trees down, cut limbs off, and cut trees into specified lengths.	Slow growth Medium size	\$9.20 per hour	O.J.T.
Cabinetmakers	Cabinetmakers build, install, and repair cabinets, shelving, and fixtures for homes and businesses. They work from blueprints or drawing specifications and use hand or power tools to cut parts from wood stock. They then join parts together to form complete units.	Average growth Small size	\$5.00 per hour	O.J.T., Apprenticeship

MINING OCCUPATIONS

Mine Workers	Mine workers remove coal and minerals from surface and underground mines. Some use picks and shovels, while others operate costly mining equipment.	Average growth Small size	\$13.80 per hour	O.J.T.
Rotary Drill Operators	Rotary drill operators operate machinery used to drill gas, oil, water, and geothermal wells. They control drills used to bore into the earth, raise and lower pipes, examine rock core samples, and keep records of footage drilled and materials used.	Slow growth Medium size	\$11.85 per hour	High School, O.J.T.
Petroleum Helpers	Petroleum helpers work in oil and gas field operations. They clean oil field machinery, dig holes and trenches, mix and pour concrete, load and unload trucks, operate and maintain wells, and help during the drilling of wells.	Decline Medium size	\$6.85 per hour	High School, O.J.T.

GRAPHIC ARTS OCCUPATIONS

Graphic Artists and Designers	Graphic artists and designers create artwork to call attention to products, services, or opinions. Duties include pasting up and marking instructions for printers, to creating original designs and layouts.	Average growth Medium size	\$7.65 per hour	One Year, Two Years, Bachelor's
Photographers	Photographers use cameras to record visual images on film. They use filters and lighting equipment, and may develop film, print photographs, make enlargements, and touch-up photographs.	Average growth Medium size	\$4.90 per hour	O.J.T., One Year, Two Years, Bachelor's

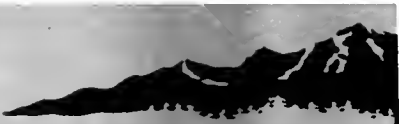
METALWORKING OCCUPATIONS

Machinists	Machinists craft precision parts from metals using machine tools. They follow blueprints and operate metalworking power tools to make or repair metal pieces, tools, and machines.	Slow growth Medium size	\$7.30 per hour	O.J.T., One Year, Two Years, Apprenticeship
Sheet Metal Workers	Sheet metal workers assemble, install, and repair equipment and other products made of sheet metal. They follow blueprints and use various tools and machines to cut, bend, shape, and fasten pieces of steel.	Slow growth Small size	\$11.25 per hour	O.J.T., Apprenticeship
Auto Body Repairers	Auto body repairers fix or replace the damaged portions of automobile and truck bodies and frames. They remove dents, weld torn metal, replace body parts, and straighten bent frames. They may sand and mask vehicles, mix and match paint, and paint the repaired area.	Average growth Medium size	\$6.85 per hour	O.J.T., One Year, Two Years, Apprenticeship
Welders	Welders use heat to permanently join pieces of metal to make parts used in a variety of products and construction projects. Welders construct or repair parts of ships, automobiles, spacecraft, and many other products.	Average growth Medium size	\$7.00 per hour	O.J.T., One Year, Two Years, Apprenticeship



TITLE	OCCUPATIONAL DESCRIPTION	GROWTH, SIZE	BEGINNING WAGE	SUGGESTED TRAINING
ELECTRICITY AND ELECTRONICS OCCUPATIONS				
Electricians	Electricians install wiring and maintain electrical equipment. They inspect and service electronic control devices, follow blueprints, bend and fasten tubing inside walls, and pull wires through the tubing to complete the circuits between outlets and switches. They connect the wiring to circuit breakers, transformers, and other components.	Slow growth Medium size	\$11.60 per hour	Apprenticeship
Broadcast Technicians	Broadcast technicians install, operate, and maintain electronic equipment used to record or transmit radio and television programs. They operate controls that switch broadcasts from one camera or studio to another, from film to live programming, or from network to local programs.	Decline Small size	\$7.75 per hour	O.J.T., One Year, Two Years
Electronics Assemblers	Electronics assemblers wire and assemble components to make electronic products. Duties include assembling products by hand with small tools such as pliers and wire cutters. Some use soldering irons and light welding machines and follow blueprints.	Average growth Small size	\$5.00 per hour	High School, O.J.T., One Year, Two Years
OTHER PRODUCTION OCCUPATIONS				
Petroleum Processors	Petroleum processors run machines to change crude oil into gasoline, oil, and other home and industrial products. They use instruments to measure and regulate the flow, volume, temperature, and pressure of liquids and gases going through the equipment. They also adjust machinery.	Decline Small size	\$11.25 per hour	High School, O.J.T., One Year
Production Painters and Finishers	Production painters and finishers paint and polish articles such as autos, toys, jewelry, and furniture. Painters use machines, spray guns, or hand brushes to apply paints and finishes to objects. Duties may include examining articles for defects, trimming or grinding excess matter or rough edges, or patching and sanding.	Slow growth Small size	\$6.05 per hour	O.J.T.
Water and Wastewater Plant Operators	Water and wastewater plant operators control equipment that treats water and wastewater to make them sanitary. Duties include monitoring control systems, adjusting valves and gates, and operating pumps, engines, and generators. Operators may collect samples and run laboratory tests.	Average growth Medium size	\$8.00 per hour	High School, O.J.T., Apprenticeship
TRANSPORTATION OCCUPATIONS				
Local Truck Drivers	Local truck drivers operate trucks or vans to move goods and materials over short distances. Other duties may include loading and unloading materials, receiving payments for goods, and keeping receipts and records of deliveries.	Slow growth Very large size	\$6.75 per hour	High School, O.J.T., One Year
Long Haul Truck Drivers	Long haul truck drivers operate trucks or vans to move goods and materials over long distances. Drivers receive orders, pick up report forms, and inspect their trucks and loads. They may make minor truck repairs, and load and unload their cargo.	Slow growth Very large size	\$10.50 per hour	High School, O.J.T., One Year
Heavy Equipment Operators	Heavy equipment operators run power-driven machinery such as bulldozers, cranes, and tractors to move equipment and materials	Slow growth Very large size	\$9.20 per hour	O.J.T., One Year, Apprenticeship
STOCK CONTROL OCCUPATIONS				
Shipping and Receiving Clerks	Shipping and receiving clerks keep records of incoming and outgoing merchandise and prepare merchandise for storage or shipment. They pack and unpack items, weigh, label, send articles, keep records, and route them to final destinations.	Slow growth Medium size	\$4.60 per hour	High School, O.J.T.
Stock Clerks	Stock clerks maintain supplies for businesses that require goods or parts to be kept on hand. They unpack and check shipments for amount and damage, mark items with prices and codes, store materials on shelves or in bins, and keep records of articles received or shipped.	Slow growth Very large size	\$5.45 per hour	High School, O.J.T.
Mail Carriers	Mail carriers collect and deliver letters and packages along assigned routes. They sort mail for delivery, enter changes of address in route books, and readdress mail to be forwarded.	Slow growth Medium size	\$11.10 per hour	High School, O.J.T.
Postal Clerks	Postal clerks sort incoming and outgoing mail in the post office. They may sell stamps and money orders, weigh packages and letters, and fill out forms for registered or insured mail or damaged packages.	Slow growth Medium size	\$11.10 per hour	High School, O.J.T.

TITLE	OCCUPATIONAL DESCRIPTION	GROWTH, SIZE	BEGINNING WAGE	SUGGESTED TRAINING
SALES OCCUPATIONS				
Securities Salespeople	Securities salespeople help people select and purchase stocks, bonds, mutual funds, and other securities. They analyze investments, give information about market conditions, and advise customers about securities and financial planning.	Fast growth Medium size	\$13.42 per hour	Bachelor's
Insurance Agents	Insurance agents sell policies to individuals and businesses for protection against future losses. They maintain records, prepare reports, identify prospective customers, help collect premiums, and prepare insurance claims for clients.	Fast growth Medium size	\$8.10 per hour	Bachelor's
Real Estate Agents	Real estate agents help people buy, sell, and rent property and businesses. They show property, locate new property to sell, make appraisals, and develop new building projects.	Average growth Medium size	\$5.75 per hour	High School, One Year, Bachelor's
Retail Salespersons	Retail salespersons sell merchandise in retail stores. They provide general information about products and assist and advise customers. Tasks often include showing various items, preparing sales slips or contracts, receiving payments, or obtaining credit authorizations.	Slow growth Very large size	\$4.40 per hour	High School, O.J.T.
FOOD SERVICE OCCUPATIONS				
Chefs and Dinner Cooks	Chefs and dinner cooks prepare, season, and cook food for the public. Tasks include estimating and making food purchases, regulating cooking temperatures, measuring and mixing ingredients, preparing serving plates, planning menus, and supervising others.	Average growth Very large size	\$4.90 per hour	Apprenticeship, Military
Bartenders	Bartenders mix and often serve alcoholic and other beverages to customers in bars and restaurants. Duties include selling food and appetizers, ordering liquors and supplies, washing glasses, and general clean-up.	Average growth Very large size	\$4.65 per hour	O.J.T., One Year
Waiters and Waitresses	Waiters and waitresses serve food and beverages to customers. Duties include greeting patrons, discussing menus, taking orders, serving food, making out checks, and collecting payment. They may help prepare food, and clear and set tables and counters.	Average growth Very large size	\$4.25 per hour	O.J.T.
HEALTH SERVICE OCCUPATIONS				
Physicians	Physicians try to maintain and improve the health of their patients by diagnosing medical problems and prescribing treatments. They try to prevent illness by advising patients about proper diet and exercise.	Fast growth Medium size	Varies	Advanced Degree
Physician Assistants	Physician assistants provide routine and emergency medical care under the supervision of physicians. They examine patients, conduct tests, give medicine and vaccinations, treat minor wounds, apply and remove casts, and assist in surgery.	Fast growth Small size	Experienced \$14.35 per hour	High School, One Year, Two Years, Bachelor's, Advanced Degree
Pharmacists	Pharmacists dispense drugs and medicines prescribed by medical and dental practitioners. They prepare, package, sell medicines, and advise customers on the use of medicines. Some specialize in research.	Fast growth Medium size	\$15.80 per hour	Bachelor's, Advanced Degree
Physical Therapists	Physical therapists help people overcome or adjust to physical disabilities caused by injury, illness, or birth defects. They plan and administer treatments for patients as prescribed by a physician. They work to relieve pain and to increase the movements patients can make.	Fast growth Medium size	\$12.25 per hour	Two Years, Bachelor's, Advanced Degree
Veterinarians	Veterinarians treat injuries and attempt to prevent, control, and cure animal diseases. They may treat companion animals, conduct herd maintenance and disease control, inspect meat, or do research and teaching.	Fast growth Medium size	\$10.90 per hour	Advanced Degree
Dentists	Dentists examine and treat patients' teeth and oral tissues to prevent and correct dental problems. Most deal with a wide variety of dental problems such as disease prevention, tooth fillings, and extractions. Some straighten teeth or treat diseases of the mouth.	Fast growth Small size	\$8.60 per hour	Advanced Degree



TITLE	OCCUPATIONAL DESCRIPTION	GROWTH, SIZE	BEGINNING WAGE	SUGGESTED TRAINING
Dental Hygienists	Dental hygienists clean teeth and help people prevent tooth decay and gum disease. They note conditions of decay and disease for diagnosis by dentists, take and develop xrays, take impressions of teeth, and instruct patients in proper dental care. Some may sterilize instruments, give local anesthetics, and remove sutures.	Fast growth Small size	\$12.75 per hour	Two Years, Bachelor's
Registered Nurses	Registered nurses provide health care to injured, sick, and healthy people. They provide nursing care to patients, teach health care, administer drugs, and work with physicians and paramedics in a health-care team.	Fast growth Very large size	\$10.15 per hour	Two Years, Bachelor's
Licensed Practical Nurses	Licensed practical nurses help care for injured, sick, and disabled people. They administer medications, monitor equipment, change dressings, prepare food trays, feed, bathe, massage and dress patients, maintain patient charts, and take temperatures and pulse rates.	Fast growth Large size	\$6.80 per hour	One Year
Nursing Assistants	Nursing assistants perform routine tasks in caring for patients. They aid patients in getting out of bed and walking, give back rubs, bathe and shave patients, take temperatures, serve food, help in feeding, clean rooms, and change bed linens.	Average growth Very large size	\$4.55 per hour	O.J.T., One Year
Dental Assistants	Dental assistants help dentists prepare, examine, and treat patients. Tasks include handing dentists proper instruments and medication, helping with general office management, maintaining and sterilizing instruments, taking and processing xrays, and preparing dental compounds. They also keep dental appointment and payment records.	Fast growth Medium size	\$4.75 per hour	O.J.T., One Year, Two Years
Medical Assistants	Medical assistants help care for patients by providing routine treatment and performing laboratory or office duties. Typical duties include scheduling patients, taking temperatures, assisting in examinations, and keeping records.	Fast growth Medium size	\$5.15 per hour	High School, O.J.T., One Year, Two Years

SOCIAL SERVICE OCCUPATIONS

Counselors	Counselors help people make decisions about their educations, careers, and personal lives. They collect and analyze information about their clients from interviews, aptitude and personality tests, and client records. They may provide marriage and family counseling, or help the physically and mentally handicapped to prepare for careers.	Average growth Medium size	\$7.55 per hour	Bachelor's, Advanced Degree
Social Workers	Social workers help individuals and groups solve personal and social problems. They interview clients to identify their problems, provide counseling, develop plans to meet their needs, and determine eligibility for assistance, funds, and services.	Slow growth Large size	\$6.85 per hour	Bachelor's, Advanced Degree
Parole and Probation Officers	Parole and probation officers help legal offenders readjust to society. Parole officers work with persons who have been placed on parole from a correctional institution. They perform pre-sentence investigation, counsel offenders, investigate home conditions of clients, write reports, and provide court testimony.	Average growth Small size	\$9.20 per hour	Bachelor's
Lawyers	Lawyers advise clients of their legal rights and obligations and represent them in courts of law. They often negotiate out-of-court settlements, represent clients before government agencies, prepare legal documents, and act as trustees, guardians, or executors of estates.	Fast growth Large size	\$12.40 per hour	Advanced Degree
Legal Assistants	Legal assistants help lawyers provide legal services by conducting research and preparing documents. Duties include researching and interpreting law sources, interviewing clients for information, and preparing legal documents.	Fast growth Medium size	\$6.80 per hour	O.J.T., One Year, Two Years, Bachelor's
Psychologists	Psychologists study human behavior to help solve or prevent individual or group problems. They may provide testing, counseling, or treatment in mental hospitals, private practice, schools, and industries.	Average growth Medium size	\$13.70 per hour	Bachelor's, Advanced Degree
Child Care Workers	Child care workers help supervise and provide care and learning experiences for children in day-care programs. They provide recreation and teach basic concepts such as colors, shapes, numbers, and phonetics. They must also maintain discipline and supervise eating and rest periods.	Decline Medium size	\$4.00 per hour	O.J.T., One Year, Two Years, Bachelor's



TITLE	OCCUPATIONAL DESCRIPTION	GROWTH, SIZE	BEGINNING WAGE	SUGGESTED TRAINING
University and College Teachers	University and college teachers provide advanced instruction to students in specific subject areas. They prepare and present materials and evaluate students through assigned problems, discussions, research papers, laboratory work, and exams. Teachers at universities must engage in research and writing.	Average growth Very large size	\$10.05 per hour	Two Years, Advanced Degree
Elementary and Secondary Teachers	Elementary and secondary teachers provide classroom instruction to students in kindergarten through grade 12. Kindergarten teachers work with young children in a variety of educational settings. Elementary teachers normally work with one group of pupils during the entire school day. Middle school and secondary teachers usually specialize in a particular subject area such as English, math, or social studies.	Average growth Very large size	\$8.00 per hour	Bachelor's
Recreation Directors and Supervisors	Recreation directors and supervisors plan leisure programs and oversee paid and volunteer staff. They manage recreation facilities, evaluate programs, prepare budgets, train and coordinate the activities of staff, order supplies and equipment, negotiate with promoters, and schedule entertainment.	Average growth Very small size	\$5.60 per hour	One Year, Two Years, Bachelor's, Advanced Degree
Librarians	Librarians organize information in libraries and help people locate materials. Typical duties include ordering, cataloging and classifying materials, and maintaining the library's collection. Some prepare reading lists and furnish information on library activities and services.	Average growth Medium size	\$8.00 per hour	Advanced Degree

PERSONAL CARE OCCUPATIONS

Hair Stylists	Hair stylists provide grooming services to help people improve their personal appearance. According to their specialty, they shampoo, cut, shape, style, and tint hair. They may shave and trim mustaches and beards, give manicures, give scalp and facial treatments, and provide makeup analysis.	Average growth Medium size	\$4.25 per hour	One Year
Funeral Directors and Embalmers	Funeral directors and embalmers prepare bodies for burial and arrange funeral services. They talk with families of deceased persons to determine details of funerals, such as selection of a casket, religious rites, time of the services, and the location of a cemetery.	Average growth Small size	\$5.75 per hour	Two Years, Bachelor's

PROTECTIVE SERVICE OCCUPATIONS

Law Enforcement Officers	Law enforcement officers are responsible for enforcing laws and maintaining order. Their main duties are to protect life and property, prevent crimes, and investigate complaints and crimes. They catch and arrest violators and assist in their prosecution.	Average growth Large size	\$7.25 per hour	High School, Two Years, Bachelor's
Fire Fighters	Fire fighters protect lives and property by preventing or putting out fires. They operate and maintain fire equipment, inspect buildings, provide emergency medical care, and educate the public on fire safety. Forest fire fighters fell trees, cut and clear brush, dig trenches, and put out flames and embers.	Average growth Medium size	\$8.05 per hour	High School, O.J.T., Two Years, Bachelor's, Apprenticeship, Military



Laboratory work may call for analysis of samples based on your training.



In addition to pay, you can gain valuable work experience through part-time jobs after school.

MONTANA JOB SERVICE: THE JOB HUNTER’S FRIEND

Looking for a job? Why not start at your local Montana Job Service office? Job Service, a division of the Montana Department of Labor and Industry, can provide you with a variety of free services, including the latest information on job openings.

Registering at Job Service simply means filling out an application listing your education, work experience, career interests and desired pay. Using the application, Job Service staff then try to match your skills with a specific job order placed by an employer. If successful, you will be called for an interview.

Last year, Job Service placed 24,735 individuals in jobs. Over one-fourth, or 6,764, were young persons under the age of 22.

In addition, aptitude and skill testing and employment counseling are available if you're interested in gaining a better knowledge of yourself and of possible work opportunities. Counseling may include vocational assessment and planning, referral to pre-employment services, referral to jobs and follow-up services.

Job Service offers training opportunities through the Job Training Partnership Act (JTPA) and a variety of other employment and training programs. Over 500 youth were placed in jobs last year after successfully completing JTPA training. Starting wages for these jobs averaged \$4.85-5.00 an hour. Ask your Job Service counselor about training you may be eligible for.

Do you have other employment-related needs? Job Service also administers unemployment insurance, veterans services, migrant and seasonal farm workers services, alien certification, housing inspection, immigration reform and control act, federal bonding and targeted job tax credit programs.

Job Service provides these services statewide through 23 local offices. For more information, contact the Job Service office nearest you.



Office	Address	Zip	Phone	Office	Address	Zip	Phone
Anaconda Job Service	307 East Park	59711	563-3444	Helena Job Service	715 Front Street	59601	449-6006
Billings Job Service	624 No. 24th St. Satellite	59101	248-7371 259-5529	Flathead Job Service	427 First Ave. E. Kalispell	59901	752-5627
Bozeman Job Service	121 N. Willson	59715	586-5455	Lewistown Job Service	300 First Ave. N.	59457	538-8701
Butte Job Service	206 W. Granite P.O. Box 309 Program Office	59703	782-0417 782-9115	Libby Job Service	317 Mineral Ave.	59923	293-6282
Cut Bank Job Service	20 S. Central	59427	873-2191	Livingston Job Service	228 South Main P.O. Box 1199	59047	222-0520
Dillon Job Service	730 N. Montana P.O. Box 1300	59725	683-4259	Miles City Job Service	12 North 10th St. P.O. Box 1786	59301	232-1316
Glasgow Job Service	238 Second Ave. So.	59230	228-9369	Missoula Job Service	539 S. Third St. W. P.O. Box 5027	59806	728-7060
Glendive Job Service	211 S. Kendrick	59330	365-3314	Polson Job Service	417 Main Street P.O. Box 970	59860	883-5261
Great Falls Job Service	1018 7th St. So.	59405	761-1730	Shelby Job Service	402 First St. S.	59474	434-5161
Hamilton Job Service	333 Main Street P.O. Box 73	59840	363-1822	Sidney Job Service	120 South Central	59270	482-1204
Havre Job Service	416 First Street	59501	265-5847	Thompson Falls Job Service	608 Main Street P.O. Box 669	59873	827-3472
				Wolf Point Job Service	200 Highway 2 East	59201	653-1720

Career Planning: Questions & Answers

1. **False**—Many jobs demand a mastery of specific skills. Obviously, this stops a large number of people who may never be able to learn skills necessary for success in a specific job.

2. **False**—People's jobs may influence where they live, with whom they associate, and what they do for recreation.

3. **False**—Your abilities may qualify you for several jobs, jobs which may or may not be similar. In addition, it is more the rule than the exception that your interests will change during your lifetime, resulting in different preferences in work.

4. **True**—People change jobs in which they perform basically the same thing for a different employer. Furthermore, people frequently change jobs in which they perform different functions for the same or different employers.

5. **True**—Apprentices are paid a percentage of current journey-workers' wages, making this a type of training which pays you. (More typically, you pay for the training.)

6. **True**—The employment trend to the year 1987 shows that 22 percent of all current job openings nationally require a college degree. However, 30 percent of all future jobs in the U.S. —from 1988 to the year 2000—will require a college degree. Further, 52 percent of all jobs by the year 2000 will require at least one year of college or vocational training.

7. **False**—Community colleges also stress skills training for immediate employability. About 50 percent of community college students are enrolled in vocational preparation courses or supplementary courses.
8. **False**—There are a number of ways of determining whether you might like a particular occupation: reading, talking with persons in the field, and actual hands-on experience.

9. **False**—Establishing a fixed pattern may not account for future opportunities and interests. Becoming too rigid may amount to vocational death or stagnation.

10. **False**—A fast-growth industry may be growing fast because wages are lower in that geographic area. A great number of job openings may reflect low pay, bad working conditions, long hours, or erratic or seasonal work with no room for advancement. Check out all the facets of a career by finding out if the working conditions fit your lifestyle, and think about what you would like to be doing in five or ten years.

11. **False**—A large portion of jobs in these firms are technical positions. But typically, about 11 to 15 percent are clerical positions, and only 20 to 45 percent are jobs which require machine operation or assembly skills.

12. **False**—Most jobs are filled by walk-in applicants who hear about an opening by word of mouth. Or they are filled by applicants conducting frequent follow-up visits and phone calls.

13. **False**—Mailing resumes may be the easiest, but not the most successful method of obtaining a job. Most employers and successful job searchers say direct contact by phone or in person is the best method for a first approach.

14. **False**—In fact, the one-on-one job interview is often the determining factor in securing a job. You can really sell yourself in a job interview if you have come prepared. You can also ruin your chances—even if you have all the right credentials—by giving a bad impression. Preparation for the job interview is a must!
15. **True**—Education does not guarantee employment, but the unemployment rate for college graduates is lower than it is for high school graduates. Further, the unemployment rate is lower for high school graduates than for those who have not graduated from high school.

16. **False**—Often, accepting a part-time job that is not your first choice will at least get your foot in the door. Later, you may be able to change jobs within the company and move up to a position that better meets your career goals.

17. **(A)**—Determining your desires should be the starting point. The other steps, B and C, will add direction to this.

18. **(C)**—Good decisionmaking is based on having a broad range of knowledge. While gaining practical experience by actually doing a job is desirable, it is not always possible or realistic. When you have many interests, reading can provide much of the information you will need to narrow your choices.

19. **(A)**—No two colleges are exactly alike; some will meet your needs better than others. An across-the-board comparison of curricula, composition of student body, faculty and living conditions will provide the base of information leading to a more satisfactory decision.

20. **(C)**—The skill requirements for jobs are rising each year due to advancing technology. While there will be numerical growth in most occupational categories, the proportion of greatest growth will occur in professional and technical occupations. Your chances of success are far better if you have a needed vocational skill, but this does not necessarily mean going to college.
- (From 1989 Alaska Career Guide)



Between the ages of 14 and 22? Having problems finding a good job?

The Job Training Partnership Act (JTPA) may have a special program just for you. If you qualify based on your family's income, you may be eligible for a JTPA option to suit your needs.

After you contact a JTPA office, a career counselor will determine your eligibility and assess your specific needs, interests, and abilities. The counselor will then devise a special employment program for you. It could be on-the-job training where you would be placed in a business for specific training. The training program could include course work to help you improve your skills in reading and math. Or you could receive occupation-related skills instruction where you would be trained to work in a specific technical or industrial job.

Some special JTPA programs available for young adults are:

Pre-employment skills training which helps prepare young people for job hunting and the working world

Entry employment experience where the young person actually works in a career to try it out

A school-to-work transition program for high school seniors and high school dropouts

JTPA is all about knocking down the barriers between you and work skills you can be proud of. But most important of all, you get the confidence and self-esteem that comes with making a real investment in yourself. Make a real move toward the future and contact JTPA. It could be your best move ever.

JTPA programs for young adults are offered at these agencies:

Any Job Service	(see list on page 24)
Billings Human Resource Development Council (HRDC)	248-1477
Bozeman HRDC	587-4486
Butte HRDC	723-5877
Action for Eastern Montana (Glendive)	365-3364
Opportunities, Inc. (Great Falls)	761-0310
Havre HRDC	265-6743
Rocky Mountain Development Council (Helena)	442-1552
Kalispell HRDC	752-6565
Lewistown HRDC	538-7488
Missoula HRDC	728-3710

For more information, contact Tom Hayes, Montana Job Training Partnership, Inc., P.O. Box 9279, Helena, MT 59604, (406) 444-1330.

Work is life and good work is good life.

James Elliott



As computer use becomes more widespread, the need for maintenance and support services grows.

JTPA Makes a Difference

- A department store chain was so impressed with a youth program student's work that it hired her after she graduated from high school—and later offered her work at the chain's Missoula store so she could go to college.
- A girl abandoned by her parents worked in a forestry job for several summers through a JTPA youth placement program. Very impressed with her work, her employer has promised her summer work until she finishes high school—and a permanent job after graduation.
- A young single parent found the help she needed to set goals and plan a step-by-step strategy for reaching those goals. She earned her General Equivalency Diploma and found work as an office manager in an insurance office. She is now training to become a licensed insurance agent.
- A high school student with severe arthritis received tutoring at home when it became impossible for her to attend classes. Because of JTPA help, she was able to graduate from high school and gain full-time employment.
- A high school student living with her grandmother was unable to find a job. After receiving help with employment and interviewing skills, she was placed in a tryout-employment job at a major department store, where she continues to work while she completes high school.

VOCATIONAL REHABILITATION: We Open Closed Doors

Do you have to work around barriers your friends or classmates don't? Are steps, small print, long distances, thick books, or subtle sounds major problems for you, while seemingly simple tasks for everyone else? Maybe going to college, getting good training, and having a career sounds as likely to you as walking through a closed door. If you are still reading this article, chances are that you or a friend you know have a disability that is handicapping. Two letters that could mean a lot to you are VR. They stand for Vocational Rehabilitation.

VR in Montana is part of the Department of Social and Rehabilitation Services. Our purpose is to help people who have disabilities realize their vocations. Our agency has a counselor serving your community who can help you find direction, a vocational goal, select training, a job and more. With your energy and our resources, we will open the closed doors. Call the VR office nearest your community for more information.

BILLINGS

1211 Grand Avenue
Billings, MT 59102
(406) 248-4801

BOZEMAN

202 South Black
Bozeman, MT 59715
(406) 587-0601

BUTTE

East Entrance, Suite B
700 Casey Street
Butte, MT 59701
(406) 723-6537

GREAT FALLS

1818 10th Avenue South, Suite 5
Great Falls, MT 59405
(406) 727-7740

HAVRE

Citizens Bank Building, Suite D
135 Third Avenue
Havre, MT 59501
(406) 265-6933

HELENA

25 South Ewing, Room 502
Helena, MT 59601
(406) 443-1006

KALISPELL

2282 Highway 93 South
P.O. Box 2357
Kalispell, MT 59903
(406) 755-5408

MILES CITY

708 Palmer
P.O. Box 880
Miles City, MT 59301
(406) 232-0583

MISSOULA

1018 Burlington, Room 100
Missoula, MT 59801
(406) 721-4910

WARM SPRINGS

Montana State Hospital
Drawer O
Warm Springs, MT 59756
(406) 693-7158 or 7159



Earn While You Learn: Become an Apprentice

Are you thinking about your future?

An apprenticeship program may be one way for you to achieve your goals. It allows you to learn a skilled trade by providing on-the-job training and classroom instruction. Apprenticeships offer the opportunity to earn wages while learning skills under the supervision of a skilled journey-worker.

Apprentices must take several hours of classroom instruction each week. The classes teach the technical aspects of a trade, such as drafting and blueprint reading.

Starting pay for an apprentice is usually 35 to 80 percent of a journey-worker's wage.

Apprenticeship programs vary from one to five years in length. After completing an entire training program, the apprentice receives a nationally recognized completion certificate. The certificate shows the high quality of the training program and the performance of the apprentice.

Why should I apply for an apprenticeship?

Apprenticeship teaches you all aspects of a trade. It helps you learn to work with different people in an actual work setting. It makes you familiar with the overall picture of a company's operation and organization. An organized apprenticeship program can give you a good job with good pay, and pays you to learn. It also gives you a chance to see the results of your labor and take pride in the finished work.

What are some of the requirements for an apprenticeship?

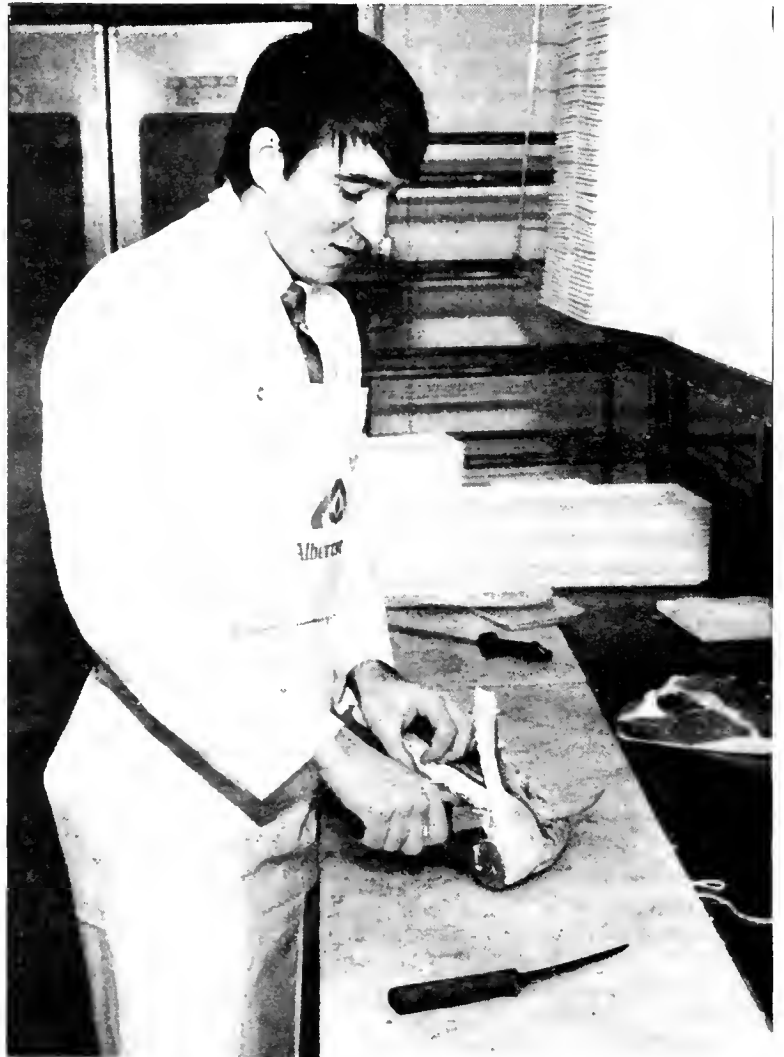
Requirements vary by trade, employer, and local apprenticeship committees. Montana law says apprentices must be 16 years old. You must be physically fit for the occupation. Most programs require apprentices to have a high school diploma or its equivalent. In addition, some apprenticeships require specific coursework and a minimum grade point average. Aptitude tests and interviews with a selection committee may be necessary.

What are some apprenticeable trades?

Aircraft Mechanic	Electronic Technician
Appliance Services	Gunsmith
Auto Body Mechanic	Machinist
Auto Mechanic	Painter
Baker	Refrigeration Mechanic
Brick Mason	Roofer
Butcher	Sheet Metal Worker
Carpenter	Telephone Servicer and Installer
Dental Assistant	Tool and Die Maker
Drafter	Welder

Where can I get more information about apprenticeship programs?

Call the Montana Apprenticeship Unit, Department of Labor and Industry in Helena at 444-4500.



You can train to be a butcher through an apprenticeship program.

If you have built castles in the air, your work need not be lost; that is where they should be. Now put foundations under them.

Henry David Thoreau



Apprenticeship programs cover many different trades, including heavy equipment operation.

Photo Courtesy: Montana Department of Highways

What do employers want in employees?

Following, in rank order, are the competencies that employers feel are most important:

1. Positive working habits and attitudes
2. Ability to follow directions
3. Communications (speaking and listening)
4.
 - a. Reasoning and problem-solving skills
 - b. Interpersonal skills
5. Ability to assume responsibilities
6. Reading and writing skills
7.
 - a. Basic math/science skills
 - b. Personal appearance and grooming
8. Specific vocational technical skills
9. Leadership skills
10. Understanding of economic concepts

Employers also identified customer service, motivation, and honesty as being important for employee success.

Taken from the **Survey of Employer Training Needs in Montana** conducted by the Montana Council of Vocational Education, April 1990.



THE MONTANA CAREER INFORMATION SYSTEM

The Montana Career Information System (Montana CIS) provides computerized and printed information about careers and educational programs to schools and agencies throughout Montana. Partly funded through user fees, Montana CIS helps young people and adults make informed educational and occupational choices. Montana CIS provides a vital link between the sources of career-related information and the people who need it.

Montana CIS is the state career information delivery system, listing career and educational opportunities in Montana and nationally.

Montana CIS offers:

Occupational Information

DESCRIPTION—descriptions of Montana and national occupations including work setting, hiring practices, and wage information

PREPARATION—occupational preparation and planning information

BIBLIOGRAPHY—bibliographic references to additional resources

MILITARY—specific information on military careers and life in the military

Educational Information

PROGRAMS OF STUDY AND TRAINING—comprehensive program descriptions and a list of schools in Montana where the programs are offered

MONTANA SCHOOLS—information on four-year, two-year, vocational, technical and proprietary schools including admissions information, accreditation and costs

NATIONAL SCHOOLS—information on more than 2,000 four-year and professional public and private schools

FINANCIAL AID—information on federal and state aid programs, and comprehensive coverage of over 725 grants and scholarships

Employment Information

JOB SEARCH—information on job applications, resume preparation, and practice interviews

ENTREPRENEURSHIP—useful information about owning your own business

Access Strategies

QUEST—a self-assessment questionnaire, matching your interests and abilities with appropriate occupations

SCHOOLSORT—a national school-search questionnaire that identifies colleges and universities that meet specific criteria such as degrees offered, tuition and fees, and admissions requirements

ASSESSMENT LINK—matches the results of interest inventories and the ASVAB with appropriate Montana CIS occupations

Montana CIS is the most comprehensive and current source of information available on Montana occupations. The system, part of the National Career Information System, is available to career information seekers through high schools, community colleges, vo-techs, Job Service offices and private and nonprofit organizations.

For more information, contact your school counselor, local Job Service office, local human resource development council, local vocational rehabilitation office, or Anne Wolfinger, Director, Montana Career Information System, 1412-1/2 Eighth Avenue, Helena, MT 59620, (406) 444-1444.

THE MONTANA SOICC

The Montana State Occupational Information Coordinating Committee (SOICC) is a committee with representatives from several state agencies. The agencies involved in the Montana SOICC are:

- Office of Public Instruction
- Department of Commerce
- Department of Social and Rehabilitation Services
- Department of Labor and Industry, Job Service Division
- Department of Labor and Industry, Research, Safety and Training Division
- Montana Job Training Coordinating Council
- Office of the Commissioner of Higher Education

The Montana SOICC's primary mission is to improve coordination and communication among developers and users of career and occupational information.

The Montana SOICC has a dual goal:

- To provide career and occupational information to meet the needs of vocational education and employment and training programs

- To provide career and occupational information to meet the needs of individuals making career and occupational decisions, with an emphasis on youth.

The Montana SOICC has developed an occupational information system which provides job outlook information. This information is available in the "Montana Supply/Demand Report," a printed publication, and on a computer disk called the "Montana Micro-OIS."

The Montana SOICC also produces career-oriented publications. "Montana Apprenticeshipable Occupations" provides information about apprenticeships. "Licensed Occupations in Montana" has information about occupations that people have to be licensed or certified to perform.

The Montana SOICC has designated the Montana Career Information System as the official state system for delivery of career information.

For more information on Montana SOICC services, contact: Montana SOICC, P.O. Box 1728, Helena, MT 59624, (800) 633-0229 (toll-free).



BIG SKY CAREER GUIDE

The Big Sky Career Guide is a joint effort of the Montana Career Information System (Montana CIS) and the Montana State Occupational Information Coordinating Committee (SOICC). Funding for the project was provided through the Montana Office of Public Instruction with federal vocational education funds (the Carl D. Perkins Vocational Education Act of 1984).

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We are interested in any thoughts you would like to share with us on the Big Sky Career Guide. Please offer your comments to:

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CAREER OPPORTUNITIES

Are you thinking of a career in the military services? You're not alone... Each year, over 325,000 young people choose to become either officers or enlisted members in the Army, Air Force, Coast Guard, Marines, National Guard, or Navy.

Are you a young woman looking for a challenging career? Don't bypass the military. In the past 10 years, women in the military have increased from two to 10 percent of active duty personnel. The scope of opportunities for women has also expanded. Women can now enter nearly 90 percent of all military job specialties.

How do you find out about the numerous opportunities you have in the military? Talk to a recruiter. They provide detailed information about the employment and training opportunities that the military can offer you. They can also answer all your questions about service life, enlistment options, and benefits.

Joining the military involves signing a legal contract called an enlistment agreement. The military agrees to provide you, as an enlistee, with a job, pay, benefits, and occupational training. In return, you agree to serve for a certain period of time, which is called the service obligation.

There are several enlistment options available to you. These include cash bonuses for enlisting in certain occupations, guaranteed choice of job training and assignments, and the Delayed Entry Program (DEP). A DEP allows a person to officially enlist in the military while still in high school, but to delay actually entering the service until after graduation.

The military encourages young people to stay in high school and graduate. The services accept very few people who have not graduated from high school.

To qualify for enlistment, an applicant typically must take the Armed Services Vocational Aptitude Battery (ASVAB) test and pass a medical examination. Students still in high school can take the test without any obligation to join the military. Contact your high school counselor to schedule the ASVAB. This test shows you how your talents fit into both civilian and military occupations.

Are you tired of going to school? The military is not the place to avoid more schooling. As your years with the military build up, so must your level of education. This means going to school continuously. The military services maintain nearly 300 technical and specialty training schools that offer over 10,000 separate courses of instruction.

Military training occurs both in the classroom and on-the-job. Classroom training emphasizes hands-on activities and practical experience, as well as textbook learning.



Gain useful experience repairing some of the world's most advanced equipment.
(Photo courtesy of Army National Guard)

The military strongly believes in continuing education and offers many opportunities for its members to advance. Promotion is a matter of work and planning, not luck. Continuing education offers you the chance to keep up with changes in an occupation. Many civilian employers consider military training excellent preparation for civilian occupations.

What about benefits after leaving the military? Qualified individuals may earn up to \$25,200 for college or vocational education. This is available with a four-year enlistment through the Army College Fund.

Have you thought of becoming an officer in the military? Officers are the professional leaders of the military, and they work in a variety of managerial, professional, and scientific occupations.

About 25,000 men and women become commissioned military officers each year. A "commission" is the certification that officers receive when they meet all qualification requirements.

To join the military as an officer, you must have a four-year college degree. There are four main pathways to becoming a commissioned officer:

- Service academies (such as West Point or Annapolis)
- Officer Candidate School and Officer Training School
- Reserve Officers' Training Corps (ROTC)
- Direct appointment

What about Reserve forces? Seven different forces make up the Reserves—the Army, Air Force, Coast Guard, Marines, Army and Air National Guard, and the Navy. The major difference between the seven reserve forces is that the National Guard is a state agency answering to the governor during peacetime. The other five reserve forces answer to the president.

During peacetime, the Reserves perform many functions to support active duty forces in our country's defense. They are involved in reconnaissance, rescue missions, air defense for the continental United States, installation and repair of communications equipment, and transport of troops, material, and medical support.

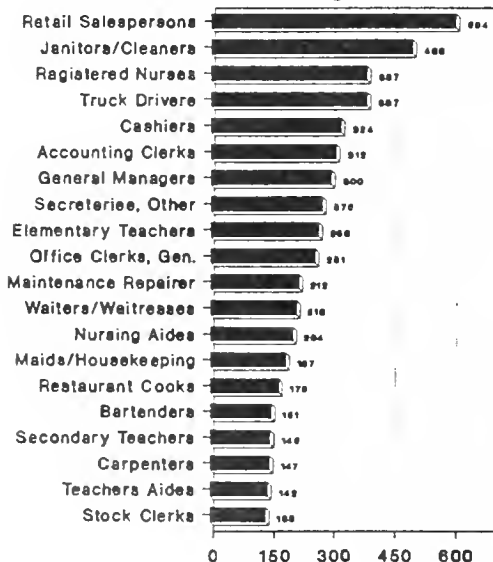
The National Guard, during peacetime, assists the people and property within its state boundaries during national disaster.

Do you need more information about opportunities offered by the branches of the armed forces? Talk with your local recruiter, or call:

Army 1-800-USA ARMY
Navy 1-800-327-NAVY
Air Force 1-800-423-8723
Marines 1-800-MARINES
Coast Guard 1-800-424-8883
National Guard 1-800-621-3027

WHAT'S SIZZLING

MONTANA Occupations With Most Openings Estimated Annual Openings to 1995



(From Montana Supply/Demand Report Fall 1990)

WHAT'S FIZZLING

MONTANA Declining Occupations Estimated Annual Openings to 1995

